



## Alpha Program Assistant Job Description and Expectations

### Job Description

Alpha Program Assistants work alongside the Alpha Program Lead to coordinate and implement the Alpha program - A discipleship and service program for students entering 10th through 12th grade. Alpha Program Assistants serve alongside, minister to, challenge, and encourage the Alpha campers in the program, specifically focusing on the campers of the same gender. The Alpha program is vital to the efficiency of the supporting areas of camp. Alpha Program Assistants will teach Alpha campers how to support these important areas of camp and then work alongside them. Most importantly, Alpha Program Assistants will mentor and care for Alpha campers during their time at camp; building relationships that encourage them to take next steps in their faith and to live a life of service and witness beyond their time at camp.

**Supervised by:** Alpha Program Lead

### Specific Expectations

- Sleep in a cabin with Alpha campers on each night. Session lengths vary from 9, 10, and 12 nights.
- Actively supervise all Alpha campers and maintain awareness of their whereabouts and condition, except during your assigned breaks.
- Manage and redirect camper behavior, mediate conflict, and help guide campers to have a successful week.
- Appropriately connect with each Alpha camper and get to know them as an individual.
- Connect one-on-one with each Alpha camper in your cabin at least once per session.
- Answer Alpha campers' questions and point them consistently toward Jesus. Help them to process what they are learning and listen as they determine what their next step in faith may be.
- Facilitate a community in which Alpha campers can build healthy relationships with one another.
- Be creative and innovative in the way you interact with campers, plan activities, write devotionals, conduct group discussions, etc.
- Manage your personal schedule and the program's schedule. Help develop the daily and weekly schedule with the Alpha Program Lead, Youth Ministry Team, Logistics Team, and other year-round staff.
- Earn campers' respect and seek out time to spend getting to know them. Alpha staff should know every camper's name within the first 24 hours of the session.
- Fulfill administrative responsibilities as required, including writing postcards to campers at the end of each week
- Facilitate discussions during devotional time and assist the Alpha Program Lead in creating a Bible program for each session.
- Lead a discipleship group of counselors and support staff, as directed.
- Assist the Alpha Program Lead and the Youth Ministry Team with developing, leading, and implementing programs, activities, projects, etc., as assigned.

### Requirements

- Be at least 20 years old by May 20, 2022.
- Be available to live onsite at Covenant Harbor from May 20 to August 11, 2022
- Experience and skills in interacting with high school students.
- Experience leading peers and an awareness of when to take the lead and when to follow others.
- Ability to pass a background check.
- Strong interpersonal, communication, and leadership skills.
- Must be able to participate in potentially strenuous physical activities.
- CPR and First Aid certifications are preferred, but not required.
- Ability and willingness to be lifeguard, high adventure and/or activity-trained.

### **General Expectations for All Summer Staff:**

- Cultivate a growing, healthy, and mature personal relationship with God.
- Be flexible. The nature of camp is that things come up unexpectedly and plans must be adjusted. Be willing to shift as directed by supervisors.
- Form positive, caring, healthy, appropriate relationships with supervisors, peers, and campers. Get to know others as individuals and walk alongside them in the temporary community of camp as they determine their next right step of faith.
- Be positive and look for the best in people, situations, and camp.
- Actively supervise campers. Manage risks and discern what is best for campers and for yourself. Make wise choices to keep campers physically, emotionally, and spiritually safe at all times.
- Manage and redirect camper behavior, mediate conflict, and help guide campers to have a successful week.
- Take direction from supervisors and be a team player. Do not undermine the leadership of others.
- Keep yourself mentally, physically, spiritually, and emotionally healthy. Make time for rest and self-care.
- Solve your own problems to the extent that you can, and know when it is time to ask for help.
- Conduct yourself in a professional manner when interacting with parents, campers, year-round Covenant Harbor staff, and other summer staff.
- Assist with general camp tasks as assigned, which may include, but are not limited to, assisting in the food service, housekeeping, maintenance, and youth ministry departments as needed, and assisting with weekly camper check-in and check-out procedures as directed.
- Contribute to a healthy staff community. Do not participate in gossip, exclusion, willful breaching of your employment agreement, etc.
- Set an example for all staff and campers that is positive and above reproach.
- Work well with your team. Build upon each other's strengths and assist each other when you are struggling.
- Perform emergency and safety procedures as required and trained.