



Kishwauketoe Program Assistant Job Description and Expectations

Job Description

The Kishwauketoe Program Assistant is responsible for assisting the Kishwauketoe Program Lead in planning and implementing the Kishwauketoe overnight program with consultation from the full-time Youth Ministry team, and will also assist in supervising a rotating team of counselors on a weekly basis. Kishwauketoe is designed specifically for campers entering 2nd-4th grades and takes place via full-week (5-night) and partial-week (2- and 3-night) programs. The Kishwauketoe program consists of age-appropriate games and activities, structured experiences, and opportunities for relationship building, decision-making, trying new things, and growing independence. Most importantly, the Kishwauketoe Program Assistant, with oversight from the Youth Ministry Team, will assist the Kishwauketoe Program Lead in crafting an age-appropriate, engaging, and memorable Bible program focused on the foundations of the Christian faith.

Supervised by: Kishwauketoe Program Lead

Supervises: Rotating team of counselors

Specific Expectations

- Assist with creating and implementing a Bible program that will teach biblical truth and reflect the summer theme in ways that campers can understand and remember, and that encourages campers in their unique next step of faith.
- Help lead and supervise a rotating team of counselors and communicate clearly with them as you offer guidance, correction, advice, and encouragement.
- Work with the Kishwauketoe Program Lead and Media Team to develop a plan for engaging and focused sessions that will cultivate authentic worship.
- Assist with planning games and activities that will engage campers and give them opportunities to try new things on their level.
- With the Kishwauketoe Program Lead, adjust your programming from full-week to partial-week schedules to help campers experience the best parts of Covenant Harbor and learn the core Bible lessons during a limited timeframe.
- Manage your personal schedule and your program's schedule. Help develop the daily and weekly schedule with the Kishwauketoe Program Lead, Youth Ministry Team, and Logistics Team.
- Complete administrative tasks and fulfill parent communication responsibilities in a timely manner.
- Communicate professionally with parents on opening and closing days.
- Help to train staff in Kishwauketoe-specific programming and age-appropriate counseling strategies.
- Communicate with the full-time Youth Ministry Team about needs of the program, staff, and/or campers.
- Earn campers' respect and seek out time to spend getting to know them.
- Manage and redirect camper and staff behavior, and mediate conflict, and help guide campers to have a successful week.
- Facilitate a community in which Kishwauketoe staff and campers can build healthy relationships with one another.
- Lead a discipleship group of counselors and support staff, as directed.
- Make wise choices to keep campers physically, emotionally, and spiritually safe at all times.
- Be available to assist counselors with camper challenges at all hours of the day. Support the weekly counseling team as they care for campers and be available to them as a resource.
- Be a good steward of the program's budget, equipment, and supplies. Manage your resources wisely and responsibly.
- Work alongside the Youth Ministry Team with developing, leading, and implementing additional program elements, activities, projects, etc., as assigned.
- Assist with running the camp store and help campers to make wise choices with their canteen money.

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 elementary students.
- Experience leading peers.
- Prior camping experience.
- Strong theological and biblical knowledge.
- Ability to pass a background check.
- Strong interpersonal, communication, organizational, time management, 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 preferred.

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.