



## Pier 30 Program Assistant Job Description and Expectations

### **Job Description**

The Pier 30 Program Assistant, along with the Program Lead, coordinates and implements the Pier 30 program with consultation from the Youth Ministry Team. Pier 30 weeks are designed specifically for 4th-6th and 7th-9th. The Pier 30 program consists of fun activities, imaginative experiences, and opportunities for relationship building. Most importantly the Pier 30 Program team, with oversight from the Youth Ministry Team, will craft a Bible program focused on the foundations of Christian faith and adapt it for each age group.

**Supervised by:** Pier 30 Program Lead

**Supervises:** Rotating team of counselors

### **Specific Expectations**

- Assist in actively planning, organizing, and executing the Pier 30 program. Help create a Bible program and adapt it to each age group.
- Work with the Pier 30 Program Lead, Media Team, and Youth Ministry Team to develop a plan for engaging and focused chapel sessions, which cultivate authentic worship
- Help to lead and supervise a team of rotating counselors, communicate clearly with them, and work alongside the Youth Ministry Team with developing, leading, and implementing programs, activities, projects, etc., as assigned.
- Assist with creating, designing and implementing new games, activities and events within the Pier 30 program.
- Manage your personal schedule and your program's schedule. Help develop the daily and weekly schedule with the Pier 30 Program Lead, Youth Ministry Team and Logistics Team.
- While camp is in session, help lead chapel sessions and programmed activities.
- Be present and positive throughout the day.
- Complete administrative tasks, as well as daily and weekly tasks in a timely manner.
- Communicate well with parents on opening and closing days.
- Communicate with the 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. You should know many campers' names by the end of each week of camp.
- Manage and redirect camper and staff behavior, mediate conflict, and help guide campers to have a successful week
- Facilitate a community in which 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.
- Lead peers and campers well. Be clear with communication, expectations and standards.
- Be available to assist counselors with camper challenges at all hours of the day. Support the counseling team as they care for campers and be available to them as a resource.
- Be a good steward of the program's equipment and supplies. Manage your resources wisely and responsibly.

## **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 and middle school students.
- Experience leading peers.
- Prior camping experience.
- Strong theological and biblical knowledge.
- Ability to pass a background check.
- Strong interpersonal, communication, organizational, and leadership skills.
- Strong stage presence and experience leading large groups.
- 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.