



Resource Assistant

Job Description and Expectations

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Resource Assistants provide support, encouragement, resources, and spiritual leadership to the summer staff. The Resource Assistants will be made up of at least one male and one female. They will plan and lead daily devotions for the rest of the summer staff in order to meet their needs and set them up for successful experiences at camp. Building one on one relationships with the summer staff is vital and allows opportunity for mentoring, support, and challenge. Resource Assistants support the summer staff through helping advise and stepping in with camper situations. Additionally, Resource Assistants may help fill in program and activity areas as directed by the Resource Lead and Youth Ministry Team.

Supervised by: Resource Lead

Specific Expectations

- Work with the Resource Lead and Youth Ministry Team to create a spiritual formation plan for summer staff.
- Create fun events for staff during staff training and throughout the summer to encourage and develop a healthy staff community.
- Connect staff with prayer partners and coordinate full summer prayer coverage.
- Coordinate with Program Leads and the Youth Ministry Team on the schedule of staff meetings and devotional times.
- Assist with leading staff training sessions, both at the beginning of the summer and throughout the season.
- Help the Counseling Team plan their cabin devotionals and act as a resource for them regarding faith development.
- Aid in administrative tasks such as camper follow-up, evals, check-in and check-out, and others as assigned.
- Be actively involved with cabins/teams. Eat meals, attend devotionals, and participate in activities with them.
- Have at least two one-on-one conversations with each staff member of your gender during their time at camp.
- Communicate with the Resource Lead and Youth Ministry Team regarding staff needs (emotional, physical, spiritual, mental) to help ensure they are known and addressed.
- Advocate for staff. Find creative ways to provide resources and involve them in the community while keeping the bigger picture of Covenant Harbor's ministry in mind.
- Set an example for the rest of the staff in every way - Camper interaction, attitude, self care, discipline, and community participation. Keep yourself and the staff accountable.
- Become familiar with all programs and areas of camp, and continually assess how you can best support the programs, staff, and campers. Assist Program Leads with activities and be ready to step in to lead in each program if needed.
- Lead a discipleship group of counselors and support staff, as directed.
- Manage your schedule, meet deadlines for projects, and plan your daily tasks wisely. Prioritize the success and health of the staff.
- Remain flexible and be prepared to shift responsibilities, fill in gaps, make wise decisions quickly, and meet unforeseen challenges while also fulfilling your initial tasks.

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, middle school, and high school students.
- Experience leading peers.
- Knowledge and experience planning and leading devotionals.
- Strong theological and biblical knowledge.
- 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.