



OVERNIGHT CAMP PROGRAM ASSISTANT

Job Description | Seasonal Employment

General Responsibilities:

To support Montlure's mission by working with leading staff, volunteers, campers, and their parents with the love of Christ and a passion to share God's love. To assist, organize, and lead Montlure's overnight programs alongside the Program Lead and Montlure Camp Director in a way that they are successful and meet Montlure's program goals. To work in a "behind the scenes" role with varying tasks and responsibilities from day to day.

Responsible To:

Montlure Camp Director and Overnight Program Lead or Assistant Director
Accountable to the council of the Montlure Presbyterian Properties, Inc.

Responsibilities and Tasks:

1. Welcome all campers, staff, and volunteers each day of the week and create a Christian Community to live in that creates lasting relationships
2. Support the Program Lead and Camp Director as various needs arise during camp
3. Help to assure all Montlure's procedures, protocols, schedule, and program run accordingly
4. Make trips into town for mail, additional kitchen items, etc.
5. Assist administration each week such as: input evaluation data, address postcards, print camper emails, lunch orders, assemble volunteer binders, social media communication, etc
6. Assist Program Lead with running camp store
7. Assist with capturing photos and uploading to social media on a regular basis
8. Assemble small group supplies for each week
9. Point person for Chaplain and Music Director for any printing/administrative needs
10. Create and run Barn Time powerpoint slides
11. Retrieve mail
12. Restock Staff Lounge snack area as needed
13. Assist with large game set-ups and serving meals as needed
14. Be willing to step in for staff members as situations arise
15. Supervision of campers when required
16. Adherence to all Montlure Camp policies and ACA standards (with training)
17. Staff Training is not required (but encouraged), however will need to set aside one half day prior to camp season for further training.

Qualifications:

1. Have a relationship with Jesus Christ and a passion for sharing God's love through all that you do
2. Ability to create a welcoming and open environment
3. Ability to work long hours standing and/or sitting, outdoors, and in various weather conditions
4. Have loving kindness and patience at all times with campers and staff/volunteers
5. Ability to communicate clearly, respectfully and tactfully with Chaplains, Music Leaders, Head Chef, and other guests at camp
6. Ability to stay focused and work non-traditional hours to make certain the job is well done
7. Attention to detail and ability to follow directions

8. Ability to be a self-starter, problem solve and find creative solutions to challenges that arise
9. Be a team player, often helping with activities, or filling in others as needed
10. Hard work ethic, stay positive and patient when tired or tested
11. Flexibility and adaptability to a fluid program that can change for various daily needs
12. Completion of training requirements, submission of health history and criminal background check, hold First Aid and CPR certification and AZ Food Handler's license prior to first day of camp
13. Prior camp experience is *highly* preferred
14. Personal phone/camera to use for job related duties
15. Must have personal vehicle available to run errands in town (mileage will be paid)
16. Must be at least 19 years of age

Pay Rate and Benefits:

We strive to offer equitable and competitive salaries for employees while also recognizing working at camp is a non-traditional employment opportunity.

1. Program Assistant will be paid at a weekly camp rate at \$350-400 depending on prior experience
2. All meals are provided for the duration of overnight camp weeks (time off not included)
3. All housing is provided for duration of camp (time off included, if desired)
4. There is a possibility to apply for Program Staff and serve as a Traveling Day Camp Counselor during other weeks with additional salary option

Living Arrangements:

1. During Overnight Camp the Program Assistant will stay in the staff quarters. Likely in a double room with the Program Lead.

Transportation:

1. Program Assistant is responsible for their own travel arrangements to and from camp
2. Montlure will reimburse for all mileage while driving errands during camp

Time off expectations:

1. The Program Assistant will have at least 24 hours off in between camp weeks
2. The Program Assistant will have a half day off mid-week (ability to leave site if desired)
3. The Program Assistant is on-call and on duty as needed throughout camp programming