



**POSITION DESCRIPTION:
PROGRAM OR RECREATION ASSISTANT**

Definition:

The Recreation Coordinator is responsible for the overall implementation of the recreation portion of the summer camp program.

Reporting Structure:

The Recreation Coordinator reports directly to the Summer Camp Director.

Essential Duties:

Essential and other important responsibilities and duties include, but are not limited to, the following:

- Live out and promote an authentic Christian faith in all things.
- Assist the Summer Camp Director in planning the daily activity schedule for the summer camp program.
- Oversee the implementation of the daily activities schedule, creating a fun environment and experience for all campers.
- With the best interests of the campers and staff in mind, ensure program quality and safety at all activity and event sites. Communicate concerns to the Summer Camp Director in a timely fashion.
- Ensure that each program activity is properly staffed and equipped.
- Be responsible for knowing, understanding, and executing all camp policies and emergency procedures associated with the camp.
- Assist in mid-summer and post-summer evaluations with the Summer Camp Director.
- Interact effectively with the camp staff as a total system, with campers' best interest in mind.
- Be a leader in staff communication and ensure staff concerns are communicated to the Summer Camp Director when necessary.
- Assist with the various administrative tasks necessary for camp to run efficiently.

Qualifications:

- A love for children and a desire to use the camp environment to draw children into a new or deeper relationship with Jesus Christ.

- A growing personal relationship with Jesus Christ. He/she must be rooted in a good Bible-based church and maintain a lifestyle of obedience to God in every area of living.
- Minimum age: 20
- Minimum education: High school graduate
- Certifications: Upon hire, must successfully complete Joy of Living's First Aid and CPR certification course
- Successfully complete a criminal background check.
- Demonstrated knowledge of practices, procedures, activities, and programs as they relate to youth/child camping.
- Strong interpersonal communication skills.
- Must have the physical ability to lead and participate in camp activities, which include hiking, canoeing, swimming, rustic construction, building campfires, physical games, and activities.
- Previous training and experience in recreation management and working with children and youth is preferable, but not required.