



Camp Hebron

There's no place quite like it!

Program Director's Assistant *Job Description*

General Statement of Responsibilities:

Assists the Program Director with camper and staff details, registrations, lodging assignments, staff gatherings and related details

Responsible To:

Program Director

Specific Duties:

- Plans camper cabin/shelter assignments and coordinates registration on Sunday afternoons, including on-the-spot problem-solving, relating to parents and providing for campers who arrive late
- Submits a weekly weekend staff meal sheet for to the Food Service Director
- Gives ideas, guidance, spiritual mentoring, and counsel to other staff, providing personnel relief as needed
- Oversees the staff lounge, resource room, costume closet keeping them clean and stocked with necessary items
- Oversees the organization and return of lost and found items.
- Records the staff log, quotes board and pictures into a publication that is distributed to all staff at the end of the summer
- Handles myriad of and spontaneous duties including but not limited to: camper closing programs, caring for campers, etc.
- Provides support, encouragement and supervision for Camper Support Specialists and other support staff.
- Prays for the staff and campers on a regular basis
- Helps to keep staff focused on purpose, mission and vision of camp ministry

Qualifications for All Staff:

- A professing and active Christian faith, including regular quiet times of Scripture reading and application, prayer, worship, and fellowship
- Spiritual and emotional maturity, personal integrity and honesty
- Desire to be a Christ-like role model for campers, guests, and fellow staff, and possess a genuine love for and desire to serve others
- Willingness and flexibility to cheerfully perform tasks and duties beyond those typically assigned
- Physical stamina and ability to daily perform duties assigned
- Understanding of and support for Camp policies, mission, and summer program goals