

# Program Associate



## JOB DESCRIPTION

**Department:** Camp Operations

**Dates of Employment:** March-May & Sept-Nov, 2020

**Salary:** \$250 stipend per weekend

### Position Summary:

The Program Associate is responsible for helping to plan and facilitate camp programming during 2020 spring and fall Family Weekends and day events. Working closely with the program team, this individual will help coordinate recreational activities for families with a child living with a serious medical condition. Duties will include executing activities such as: campfires, dances, carnivals, games, arts & crafts, and stage night. Experience in planning group special events or activities is preferred. The Program Associate should be comfortable speaking and performing in front of a crowd and should be an enthusiastic ambassador of camp spirit!

This position is paid on a stipend and requires weekend availability. The position is expected to work on-site from Friday-Sundays during Family Weekends. Overnight lodging is available. The spring will consist of 5 weekends between March-May and 5 weekends between September-November. Additional weekend opportunities may become available if the applicant is interested. Ideally, one person can commit to both the spring and fall seasons. However, we will consider applicants for either season. For specific dates, see our current camp schedule at <https://www.campkorey.org/camper-programs/family-weekends/>. If interested, applicants have the opportunity to apply for a residential summer camp position in order to continue employment between the spring and fall seasons. See available summer employment opportunities by visiting <https://www.campkorey.org/learn-about/employment/>.

Reports to: Assistant Camp Director/Camp Director

### **REQUIREMENTS**

- 19 years old or completion of one year of college
- Have the physical and mental capability of caring for Camp Korey's unique demographic of campers
- Position requires a flexible work schedule, including evening and weekend hours
- Must have physical ability and stamina to set up, tear down, and lead camp events and walk long distances over uneven terrain
- Must pass a thorough background check
- Must be free of any communicable illness and have current immunizations/vaccines
- Current CPR/AED certification required or willingness to get certified

### **RESPONSIBILITIES:**

- 1) Work closely with the Assistant Camp Director in planning and facilitating camper and family activities that are adapted to the strengths, needs, and abilities of our population.
- 2) Help to ensure all activities are accessible to all campers and family members.
- 3) Ensure that activities are set up and torn down properly and program needs are clearly communicated.
- 4) Buy into and support themes, programs, special guests, and general silliness and be a steward of Camp Korey's mission.
- 5) Assist with site and program preparation, including organizing supplies, decorating, and creating a child-friendly environment.
- 6) Organize alternative activities for days when the weather is inclement.
- 7) Utilize and engage volunteers to create a positive experience.
- 8) Maintain the cleanliness and safety of camp property.
- 9) Responsible for knowing and adhering to Camp Korey policies and procedures.
- 10) Perform any other duties as deemed necessary by the Assistant Camp Director or Camp Director.