



Position Description

Job Title: SEASONAL PROGRAM ASSISTANT (January 1, 2023 – August 30, 2023)

Department: CAMPER OPERATIONS

Reports to: Program Coordinator / Camp Director

POSITION SUMMARY:

The primary responsibility of the Program Assistant (PA) is to collaborate with the Program Coordinator (PC) and the Camp Director (CD) on development and facilitation of all of Camp Korey on-site, off-site, and virtual Camper and Family Programs. Duties include supervising seasonal staff in program activities. The PA will support the PC & CD in reviewing and improving the safety and adaptability of Camp Korey's camper activity offerings. The PA is a member of the Camp Operations Team, and as such plays an integral role in creating safe, universally accessible, highly intentional, and engaging activities for all Camp Korey participants. This position requires strong organizational skills, and the ability to work independently, as well as part of a cooperative and supportive team. The PA will be expected to exercise excellent judgment in the areas of risk management, leadership, psych-social-emotional support issues, and public relations. The PA plays a critical role in the success of Camp Korey's services to children and families throughout the calendar year.

ESSENTIAL FUNCTIONS:

Seasonal Staff Recruitment, Hiring, Training, Support, and Supervision

- PA will assist the CD in all aspects of the seasonal staff hiring cycle.
- PA will be responsible to help train, support and supervise seasonal staff members in the facilitation of programs year-round, and perform staff evaluations during and at the end of the summer season.
- PA will assist PC & CD in the development and design of Camp Korey's programs (on-site, offsite, virtual), camp activities, program schedules, logistics, equipment, and materials acquisition.
- PA will also help with the evaluation of all programs with staff, parents, campers and other guests.
- PA will seek job-specific training opportunities and compile necessary certifications for facilitating the following areas: Pool, Boating & Fishing, Equestrian, and Adventure/ high-low ropes.
- Assist the PC & CD in staffing, planning, and facilitation of Family Day Adventures and weekend camp programs.

Program Area Supervision

- PA will be highly familiar with, and help PC oversee the maintenance of and adherence to the SeriousFun Children's Network criteria and ACA standards for safety in all camp programs, including acting as section lead in years of SFCN or ACA "visits"

- Maintain close relationship with Facility Manager to be familiar with and train relevant program staff regarding operating procedures of equipment and facility use
- Work closely with the Medical and Nursing Directors in order to support the standard of care set forth in all plans and manuals
- Stay current in all certifications and trainings (i.e. Aquatics, Climbing Wall, Archery, and other adventure programming certs)
- Assist PC in preparing all activity areas for summer season and weekend programs by checking inventory, ordering supplies, communicating consistently with both seasonal and year-round staff, and complete a risk management evaluation prior to program
- Collaborate with the PC to produce program and activity schedules for each summer session
- Develop new and innovative programs and activities to be facilitated throughout the Spring, Summer, and Fall program seasons
- Work with PC, CD, and Development Team to pursue donations-in-kind for all program areas
- Work with PC & CD to control all program purchase requests for materials or services
- Collect end of summer documents for all program areas including summary of programs, wish lists, beginning and ending inventories

Year Round responsibilities- Spring/Winter/Fall

- Assist the PC in planning and facilitating Camper & Family Weekends
- Work with the Volunteer department to communicate specific volunteer needs for all programs throughout the year, as well as to support all volunteers during residential programs
- Support PC & CD in the ACA and SeriousFun Children's Network accreditation process, and in upholding and implementing the criteria
- Diligently develop good morale, personal and team well-being, and teamwork among the Camp family
- Responsible for knowing and adhering to the policies and procedures contained within the Camp Manual and Camp Korey Employee Manual
- PA will be required to live residentially at Camp Korey during summer and when on-site weekend programs are in progress

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Key Competencies:

Should have the following qualities, knowledge and/or experience:

- Camp experience - preferably within the specialized medical or non-profit sector
- Highly organized and able to manage time and prioritize projects in a fast-paced, deadline-driven environment
- Able to work independently exercising good judgment, decision making and problem-solving skills
- Ability to represent Camp Korey and its mission in the community
- Must be flexible and adaptable to an environment with multiple and frequently changing demands and priorities

- High level of integrity and impeccable work ethic
- Ability to stay self-motivated, on task, focused, and productive without constant supervision
- Computer proficient in MS Office programs
- Working knowledge of computer operations and audio-visual technology

Work Environment:

- Work is regularly performed in office environments routinely utilizing standard office equipment, computers and phones.
- Working outside will be necessary, in various weather conditions

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be provided upon request.
- While performing the duties of this job, the employee is regularly required to speak, talk and hear, and is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms; balance, stoop, and bend; lift, carry, move, push and pull up to 50 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- This position will require the stamina and ability to walk up and downstairs, long distances, uphill, and over uneven terrain, swim, and drive boats and vehicles

Position Type/Expected hours of work:

- This position is full-time. Standard office hours are Monday through Friday, 8:00 to 4:30 p.m.
- This position requires the ability to work long, non-standard hours during programs and events
- Weekend work is required during programs and events

Travel:

- Local travel will be required, primarily during the day. Limited out-of-area or overnight travel may be expected

Required Education, Training and Experience:

- Bachelor's degree or equivalent experience in relevant field
- Additional Eligibility Requirements:
- Valid driver's license
- Reliable transportation
- Suitable background check clearance
- Current vaccinations & up-to-date boosters
- CPR/AED Certification

EEO Statement:

Camp Korey is an Equal Opportunity Employer. It is the policy of our organization that employment decisions be based on merit, qualifications, and competence. Camp Korey provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, genetics, national origin, religion, sex, marital

status, sexual orientation, sexual identity, age, presence of any mental, sensory, or physical disability, veteran status, or any other characteristic protected by law. In addition to federal law requirements, Camp Korey complies with applicable state and local laws governing nondiscrimination in employment in every location in which we operate. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, re-call, leaves of absence, compensation and training. Camp Korey appreciates diversity amongst our staff and encourages any and all qualified applicants to apply.

Please visit: campkorey.org to apply for this or any open position