

MILL CREEK CAMP
BOX 132
PINCHER CREEK, AB
T0K 1W0



Job Title: **Program Assistant**

Incumbent:

Classification: **Seasonal**

Reports to: **Program Director**

Position Purpose:

To further the mission of the camp through the development and delivery of program activities that are safe, fun, and appropriate to the campers' ages and abilities. Assist in the management to the physical operation of the program related equipment such as archery, paintball, and outdoor skillbuilding.

Essential Job Functions:

1. Develop and deliver skill building programs that are appropriate for the age and ability of the campers.
 1. Write lesson plans that meet camp outcomes and the abilities of the campers.
 2. Evaluate abilities of campers and staff.
 3. Deliver progressive program activities.
 4. Evaluate the success of the program.
2. Ensure that camp staff and campers know and follow safety and educational procedures.
 1. Assist in the implementation of staff training for all program activities.
 2. Train other staff in their responsibilities at the designated program areas (i.e. archery range).
 3. Ensure campers and staff follow safety procedures.
3. Assist in the management and care of the physical facilities and equipment for the program areas.
 1. Maintain the program equipment including archery, paintball, and sporting materials.
 2. Ensure the security of the program equipment and areas when not in use and ensure areas are off-limits to bystanders when in use.
 3. Conduct daily check of area and equipment for safety, cleanliness, and good repair.
 4. Clean program areas daily, keeping them free of hazards and debris.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- 5. Assist in the planning of any special events.

Relationships:

Program Specialists often have direct relationships with the counseling staff and may actually serve as a Counselor with a camper group when not on duty at a program area.

Equipment Used:

Paintball markers, CO2 tanks, scale, etc.

Archery bows, arrows, strings

Artistic materials (painting, sewing, design, etc.)

Electronics for special events (music/projector)

Outdoor skill building materials (fire-making, tents, etc.)

Qualifications: (Minimum Qualifications and Experience)

- ♦ Current certification in first aid and CPR.

Knowledge, Skills, and Abilities:

- ♦ Training and experience in teaching skill building to children.
- ♦ Desire and ability to work with children outdoors in varied conditions.

Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of a program assistant position could be endurance including standing, some bending, stooping, and stretching. Requirement for eye-hand coordination and manual dexterity to manipulate equipment. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and other environmental conditions.