



Position: Camp Cole's Programs Assistant

Position Purpose:

To further the mission of the camp through the planning and delivery of engagement programming throughout the year, which applies for camp and retreat use. A Programs Assistant is responsible for providing administrative support to team members throughout the planning and implementation of educational, charitable or professional programs. The Camp Programs Assistant will be responsible for the day-to-day camp operations and staff oversight with support from the Program Manager. Their duties include communicating between program participants and managerial staff, creating and updating program schedules and assisting in planning and managing program events. This position will also provide oversight, mentorship, and management to program staff, which includes hiring, training, and coaching.

Program Assistant Duties and Responsibilities:

The duties and responsibilities of a Program Assistant may vary depending on the community partner we are currently serving (camp, retreat, or corporate). They must be passionate about our work, willing to seek adventure, and take risks to improve Camp Cole, and able to laugh along the way.

Essential Job Functions:

- Oversee and Direct Camp Cole directed camp programs, oversee the recruitment of camp counselors
- Attend staff meetings and take minutes
- Respond to emails and answer calls
- Maintain office calendars and send out reminders of impending appointments
- Type letters and reports as may be required from time to time
- Proofread and make copies of documents
- Assist in the planning and overseeing of significant events
- Assist in managing the budget for special and routine events
- Make reservations for various off-site business meetings
- Act as a liaison between different departments
- Relay internal emails to staff
- Act as afterhours "on-call" administrative staff to assist in emergencies on a rotating basis



- Support the Program Manager in managing the camp budget, including management of a credit card and oversight of other camp credit cards
- Work with Program Manager to oversee, plan, and improve logistics and systems for camp programs
- Manage the inventory of program supplies and equipment
- Will oversee logistics, develop curriculum, and serve as point of contact to clients
- Maintain high standards of health and safety, and follow Risk Management policies in all camp activities
- Work with Program Manager to develop and improve programming for all camp programs
- Support the Program Manager and Human Resources in the performance evaluation process for program staff
- Lead day-to-day camp operations ensuring that campers are having safe, life-changing camp experiences
- Gather program feedback from seasonal staff
- Work with Program Manager to schedule program staff and approve vacation and sick time requests as needed
- Develop and facilitate staff training with support from the Program Manager
- Maintain professional relationships with outside contractors and vendors
- Communicate directly with parents/guardians and other program leads to meet program goals
- Adhere to all Camp Cole's Personnel Policies and Procedures
- Maintain professional standards of performance, demeanor, and appearance always; act as a "role model" both at and away from the organization
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem-solving orientation to all tasks
- Perform all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with organization policies and standards and conforming to the scheduling requirements of the job and program



Professional Performance:

- Maintain an awareness of the organization's mission and work to promote the positive individual and social change goals it embodies.
- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the organization for the care and welfare of the clients; act with honesty and integrity in all aspects of the organization's business.
- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience.
- Actively strive to create and maintain a culturally sensitive, justice-centered, and appropriate environment through communication and interaction that demonstrates respect for diversity, socio-economic and cultural differences and that fosters a work environment where people from all backgrounds are welcomed and valued.
- Other duties may be assigned

Qualifications:

- Experience in Camp workforce and leadership
- Demonstrate emotional maturity
- Demonstrate a passion for children, young adults, adults, with critical medical needs and life challenges and their families
- Ability to work independently.
- Lifeguard and CPR certification preferred, but not mandatory for hire

Responsibilities:

- Keep campers safe emotionally, spiritually, and physically through appropriate interactions and supervision.
- Attend no less than 40+ hours of training before camping season begins. This includes at a minimum lifeguard training, CPR, Child Protection Training, and Mental Health Training.
- Assist with training and managing camping staff
- Work with Program Manager to execute camping program including themes, curriculum, and policies.



- Attend professional growth opportunities through ACA or other sound organizations.

Reports to:

- Camp Cole Executive Director, Director of Development, and Programs Manager

Position Specifications:

- Full Time Salary Position (40 hours a week)
 - No overtime pay
 - Flexible schedule
- Great working environment with flexibility that accounts for hours worked outside a typical 40-hour work week
- Vacation: employee shall be entitled to take 15 days of vacation time per year
- Pre-employment background check
- Primary schedule may include weekdays and/or weekends, including evenings, as appropriate.
- Holidays: employees shall be entitled to the following paid holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. Should any of the holidays enumerated above fall on a Saturday or Sunday, employees shall be entitled to a Friday or Monday holiday in lieu of the weekend date.