



**Title:** Program Assistant  
**Responsible to:** Summer Program Director

**Qualifications:**

1. Minimum 16 years of age.
2. Prior participation in the Camp Wyoming Summer Camping program, specifically the Leaders-in-Training program, preferred.
3. Certification in First Aid and CPR.
4. Possess strong listening and communication skills.
5. Desire to model Christian values.
6. A growing, searching, and tolerant Christian faith.
7. Interest, knowledge, and skills in a variety of camp programs.

**General Responsibilities:**

1. Provide administrative support for summer camping program.
2. Maintain lost and found as well as cleanliness of summer rental facilities.
3. Assist Marketing and Communications Coordinator by maintaining summer camp photo albums as needed.
4. Serve as support and as a resource person for summer staff and volunteers.
5. Support an atmosphere of Christian community which will promote spiritual, physical, intellectual, and social growth amongst the members of the camp community.

**Specific Responsibilities:**

1. Take a weekly inventory of program supplies and advise Directors when supplies need to be replenished.
2. Serve as member of Worship Team and provide necessary support to Summer Program Director for organization of daily worship services.
3. Provide necessary administrative support.
4. Clean and organize all lost and found.
5. Clean Owl's Nest and Welcome Center on a weekly basis.
6. Take pictures of camp program.
7. Serve as back-up or relief for kitchen assistants, cabin counselors, and activity instructors.
8. Perform additional duties as assigned.

**Evaluation process:**

Summer Program Director will provide a performance appraisal at the middle and conclusion of the summer.