



**Title:** Program Assistant  
**Responsible to:** Director of Programs & Marketing

### **Qualifications:**

1. Minimum 17 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.

### **Essential Functions:**

1. Be able to lift and carry 25lbs
2. Participate in strenuous outdoor activities
3. Ability to live in a cabin or treehouses with others (campers and/or staff)
4. Participate in and lead events and meals in a large, noisy setting

### **General Responsibilities:**

1. Provide administrative support for summer camping program.
2. Maintain lost and found as well as cleanliness of summer rental facilities.
3. Serve as support and as a resource person for summer staff and volunteers.
4. 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. Be a positive and flexible member of the staff.
2. Take a weekly inventory of program supplies and advise Directors when supplies need to be replenished.
3. Participate in and provide support for evening programs and worships.
4. Wash, fold, and organize all kitchen, program, and lost and found laundry.
5. Serve as relief for kitchen assistants, cabin counselors, and activity instructors.
6. Perform additional duties as assigned.

### **Evaluation process:**

Director of Programs & Marketing will provide a performance evaluation at the middle and conclusion of the summer.



**Title:** Kitchen Assistant  
**Responsible to:** Cook

**Qualifications:**

1. Minimum of 17 years of age.
2. Prior participation in the Camp Wyoming Summer Camping program, specifically the Leaders-in-Training program, preferred.
3. Certification of 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.

**Essential Functions:**

1. Be able to lift and carry 25lbs
2. Participate in strenuous outdoor activities
3. Ability to live in a cabin or treehouses with others (campers and/or staff)
4. Participate in and lead events and meals in a large, noisy setting

**Specific Responsibilities:**

1. Be a positive and flexible member of the staff.
2. Clean all kitchen related equipment and supplies.
3. Assist cooks in food preparation.
4. Mop kitchen and dining hall daily.
5. Check and fill appropriate containers daily.
6. Clean the kitchen bathroom weekly.
7. Help, support, and participate in camp programs when all kitchen-related duties are finished.
8. Wash, fold, and organize all kitchen, program, and lost and found laundry.
9. Participate in and provide support for evening programs and worships.
10. Serve as a relief for program assistant, cabin counselors, and activity instructors.
11. Be willing to share your faith and model a positive Christian life to campers.
12. Perform additional duties as assigned.

**Evaluation process:**

Director of Programs & Marketing will provide a performance evaluation at the middle and conclusion of the summer.