



Summer Staff – Job Description

Role: Assistant Program Director

Responsible to: Program Director

Duties Include:

- Assisting the Program Director with everything (being able to run the week of camp without the Program Director)
- Assist with announcements, activities, cabin checks (nurse can help), etc.
- Supervise daily and end-of-week cleaning duties (with Operations Director)
- Assist with summer theme planning
- Assist with “all camp photo” picture taking
- Assist with staff meetings
- Assist with weekly schedules
- Assist with scheduling cabins at program areas
- Assist with registration at the beginning of each week of camp
- Assist with scheduling staff time off (approx. 1 hour a day)
- Organize end of the week’s camp clean up
- Passing climbing wall and zipline certifications
- May be assigned to run the initiatives course and zipline (see Climbing Wall Instructor)
- May be assigned to dish teams, as a cabin buddy, & maintenance projects.

Cleaning Responsibilities: Lakeview Chapel

- Stack chairs against wall
- Pick up garbage
- Take lost and found to fireplace
- Shake rugs outside
- Vacuum floors including stage and entryways
- Dust tv’s
- Make sure sound booth is clean and ready for next use
- Set chairs for next session...Get help if available