



JOB DESCRIPTION

POSITION: DAY CAMP ASSISTANT

(Training Program for Campers)

QUALIFICATIONS:

- A. Be at least 13 years of age.
- B. Interest in working in an outdoor environment with day campers who are children.
- C. Interest in learning basic "job skills."
- D. Openness to future possibilities as summer camp staff.

RESPONSIBLE TO:

- A. Skyline Executive Director, Program Director, and Assistant Director.

GENERAL RESPONSIBILITIES:

- A. Participatory leadership and guidance of a group of two to twelve campers.
- B. Provide feedback and ideas in general planning of camp program.

SPECIFIC RESPONSIBILITIES:

- A. Maintain safety and health requirements.
- B. Guide the individual camper in participation in group, unit and all-camp activities.

TRAINING / LEARNING DOMAINS

- A. Employment policies and procedures.
 - a. Filling out employment paperwork
 - b. Following formal employment procedures & policies
 - c. Understanding Organizational charts and structures
 - d. Following health and safety requirements
 - e. Understanding and following emergency procedures.
- B. Recreation
 - a. Games, activities and filler activities useful in camp and beyond
 - b. Activity leadership
- C. Child Care / Education
 - a. Child development characteristics
 - b. Child protection issues
 - c. Conflict resolution – colleagues and children

COMPENSATION

- This position is a training position, and counselors will be responsible for the DCAs themselves as campers.
 - DCAs age 13 - DCA pays \$50
 - DCAs age 14 - no charge to the DCA
 - DCAs age 15 - \$50 Stipend to the DCA
- All benefits for part-time employees, as described in the Skyline Personnel Manual, apply for this position.