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**Program Assistant**  
**JOB DESCRIPTION**  
Summer, Seasonal Position

Highlands Presbyterian Camp and Retreat Center is a facility that ministers to children, youth, and adults of all ages through summer camp programs, adult educational opportunities, and guest group rentals. The Program Assistant for Highlands Summer Camp is an integral leadership position that helps to provide a quality program by providing supervision and support for the Highlands counseling staff. This position may also work with another Program Assistant to plan programming, evaluate counseling staff, work in coordination with Program staff, and help administer the overall Highlands program in coordination with the Director of Summer Camp.

The Program Assistant is accountable to the Director of Summer Camp.

The Program Assistant Position is responsible for supervising 6-8 Program Counselors as assigned by the Director of Summer Camp.

The Program Assistant shall perform all these duties related to the position as assigned by the Director of Summer Camp, including (but not limited to):

1. Arrive at camp two weeks prior to staff training to begin planning for the summer.
2. Serve as a mature Christian example for the campers and fellow staff.
3. Coordinate and implement the daily program and schedule for all camps.
4. Provide a wide variety of daily free-choice activities and implement an efficient and fair sign-up process.
5. Lend support and encouragement to staff and volunteers to help ensure that they are performing at their highest potential, encouraging leadership characteristics in counseling staff.
6. Work closely with volunteer leaders for the week, incorporating them as much as possible into the camping program.
7. Provide/coordinate leadership for "all camp games".
8. Be visible and approachable while participating in the particulars of the camp program as much as possible.
9. Share responsibility for Dining Hall supervision with other staff as assigned by Director of Summer Camp.
10. Share responsibility with other staff members for setting up the Dining Hall for check-in and check-out.
11. Assist the Director of Summer Camp as needed, and act on his/her behalf in his/her absence.



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12. Provide mid-summer and end-of-summer evaluations for counseling staff as directed by the Director of Summer Camp.
  13. Meet weekly with the camp leadership team.
  14. Lead Bible studies as needed.
  15. Perform nightly rounds as assigned by the Director of Summer Camp.
  16. Fill in during break times for counseling staff.
  17. All other duties as assigned by the Director of Summer Camp.

**Requirements:**

- Successful screening during Criminal Background Check investigation
- Be experienced in leadership and skilled at encouraging others in leadership
- Be experienced in leadership with at least two of the following age groups: elementary, junior high, senior high, college or other peer groups.
- Have experience in teaching/leading Bible Studies.
- Be at least 21 years of age.
- Be willing and enthusiastic in leading or learning to lead a variety of activities.
- Possess integrity, sound judgment, poise and a mature sense of humor.
- Be aware of and implement ACA and Health Department regulations.
- Be able to lift 30 lbs.

**RESPONSIBILITIES AND DUTIES COMMON TO ALL  
SUMMER / SEASONAL STAFF**

1. To be willing to place the needs of the Highlands above personal desires.
2. To exemplify a general attitude of helpfulness to other staff and volunteers, campers, parents, and user groups.
3. To give assistance in any phase of the ongoing operation of the camp when need warrants and when assigned by the direct supervisor.
4. To exhibit an acceptance of all people no matter their race, religion, national origin, or gender, and to possess the ability to work with those with whom you may not fully agree.
5. To have the health and stamina to perform in a high altitude setting. To accept living in a somewhat isolated area.
6. To joyfully give 100% effort to the job.

**Rev. 4/11/2012 SLT**