

Summer Adventure Camp Program Leader
Seasonal, \$17.00/hour

INTRODUCTION: Summer Adventure Camp needs a kind and positive Program Leader to take charge leading day camp activities while monitoring camper safety and well-being. A Program Leader must possess the following qualities: detail-oriented, punctual, fair, patient, playful, willingness to be empathetic, and a great listener. In the absence of the Camp Manager, a Program Leader has the capacity to lead and direct Camp Counselors.

2024 Job Posting

Advent Lutheran Church is seeking Program Leaders to be part of our traditional summer day camp and our community-action focused day camp. This seasonal position is approximately 32 to 40 hours per week, on weekdays during the summer. This position can be flexible to accommodate vacations and work/life balance.

JOB SUMMARY: Are you ready for an amazing job experience where you make a positive difference in kids' lives and help the community? Summer Adventure Camp is looking for responsible and kind individuals with great leadership skills. Are you someone who can be a great role model to our campers and help lead our team of counselors?

Summer Adventure Camp is a day camp located at Advent Lutheran Church in Lake Ann, Michigan. While working at Summer Adventure Camp, you will build lasting friendships with your peers, help our local community, and contribute to a memorable camper summer experience. This position allows you the opportunity to grow professionally and gain experience in leadership, communication, time management, problem solving and other skillsets that will translate in any career. Additionally, you will be part of a team to help facilitate fun and bring out the best in kids.

We need kind and positive Program Leaders to monitor the safety and well-being of campers. You must possess the following qualities: detail oriented, punctual, fair, patient, playful, willingness to be empathetic and a great listener. Additionally, someone who can thrive in a fast-paced environment. In the absence of the Camp Manager, a Program Lead requires the ability to lead and direct Camp Counselors.

This is a position that demands great responsibility and care but will be one of the most rewarding experiences you'll ever have. You will be proud of the positive impact you will have each day this summer.

HOURS: Seasonal employee, 32 to 40 hours per week, starting June 10th through August 30th, 2024. Camp hours are 8:45am -4:15pm, weekdays. Weekly schedule may include shifts beginning as early at 7:15 and ending as late as 5:30pm. Office Manager sets final work schedule.

Camp staff must be available for their scheduled camp days, staff training day (in May) and will have the opportunity to work the two all-camp events. Although we are open every week school is out, we understand that you may need time off and we will do our best to help you find a great work-life balance.

- Adventure Camp Staff Training (One Saturday in May, Date TBD)
- Camp Special Events:
 - Sunday June 2, 11:00am-1:00pm: Meet the Camp Staff Open House
 - Friday, August 30, 6pm-9pm: End of Summer Celebration
- Program Leaders may have the opportunity for flexible hours to help plan programs before/during camp and clean up/supply inventory tasks to complete at the end of camp. Hours for those tasks would be arranged with the Camp Manager.
- Note: No camp July 1-5.

QUALIFICATIONS: Must be 21 years or older; four weeks of part time administrations experience in an organized camp or related program. Applicants must hold a high school diploma or equivalent; CPR, First Aid, AED, Epi Pen certification preferred or obtain before camp begins (all training is provided and paid). Must pass a criminal history check as well as Central Registry Clearance. Must be energetic to work with children ages 5-12.

HOURLY RATE: Starting at \$17.00 per hour.

TO APPLY: To be considered for this position, please submit a completed cover letter and resume. Two character references will be required. Applications will be accepted until all positions are filled.

You may email your cover letter and resume to adventlakeann@gmail.com or mail to:

Summer Adventure Camp
Attn: Human Resources Team
c/o Advent Lutheran Church
P.O. Box 249
Lake Ann, MI 49650

Job Description

Job Title: Camp Program Leader

Department: Advent Kids' Camps and Clubs

Status: Seasonal

Position Description Summary:

Program Leaders for Summer Adventure Camp assist the Camp Manager in implementing a camp program for ages 5 to 12 years old. This position requires a detail-oriented person; someone who is very punctual and able to work independently; someone who can thrive in a fast-paced environment. In the absence of the Camp Manager, requires the ability to lead and direct Camp Counselors and camp operations. In addition, this position will also require implementation of day camp activities therefore requiring a level of comfort working directly with youth campers as well.

Working Hours:

Weekly schedule may include a shift beginning as early as 7:15am and/or ending as late as 5:30pm. Camp is open Monday-Friday. Some evening or special event shifts may be offered. Average of 32-40 hours per week for 9-11 weeks of the summer.

Essential Function(s) of the Position:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The mission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

- Must be 21 or older.
- Assist Camp Manager in leading, creating, and executing daily lesson plans which include conducting camp activities, field trips, and special camp events.
- Take initiative in every day operations. Is proactive when challenges arise.
- Attends staff meetings.
- Assists with planning and implementation of daily camp programming.
- Assist with supervising Summer Camp.
- Assist with behavior management techniques.
- Assist with special activity/event preparation and implementation; staffing and other administrative tasks as needed.
- Assist with managing camp equipment and supplies.
- Ensure the safety and well-being of campers; ensure decisions are made in the best interest of campers and Summer Adventure Camp.
- Maintain positive and proactive communication with parents of campers, with staff and with the Camp Manager.
- Resolve minor problems and arrange for support as needed.
- Assist Camp Manager with other tasks and projects as directed.
- Adhere to Summer Adventure Camp guidelines, policies and procedures.
- Other duties as assigned.

Education/Experience/Licenses/Certificates:

- High school diploma or equivalent.
- CPR, First Aid, AED, Epi Pen certification to obtain before first day of camp. ALC provides training.
- Valid State of Michigan Drivers' License.
- Must possess a strong desire to work with other educators and children.
- Four weeks of part time administrative experience in an organized camp or related program preferred.
- Some experience in curriculum development of weekly lesson plans for summer camps, according to themes and ages.

Knowledge, Skills and Abilities:

- Strong communication skills including in-person, over the phone and in writing.
- Must be outgoing and personable.
- Must love teaching children.
- Good organizational skills with an emphasis on detail.
- Ability to handle questions and concerns from the public and from employees in a professional manner.
- Ability to organize work and be able to work independently, as well as with a team.
- Must be productive, courteous, flexible, resourceful and creative as well as have effective work skills.
- Ability to respond to supervisor requests in a timely and professional manner, specifically with email/phone/text communication.
- Ability to adhere to given deadlines.
- Ability to operate various office equipment.
- Must be professional in appearance.

Equipment, Machinery, Tools and Vehicles Used:

- Office equipment including a computer and large-capacity printer.
- Tools including scissors/glue, sewing machines, gardening tools, basic handyman-level tools (hammer, drill, screwdriver, level, hand shears)

Physical Demands:

Frequent interactive play with campers. Must be able to sit or stand for periods of time and withstand the outdoors for some periods of time, in all elements. Must be able to lift 50 pounds. This is a safety sensitive position and drug screenings may be required.

Working Conditions:

Must be able to work in a fast paced environment and able to meet various deadlines. Must be able to work with children throughout entire shift. May be exposed to outdoor temperatures including extreme heat/cold.

Benefits:

This position is ineligible for all benefits.

Reporting Relationships:

A person in this position will report to the Camp Manager.

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.

Employee Signature

Date

Executive/Director Signature

Date

This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by and employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.