



Pathfinder Lodge Camp Vick

Vick and Pathfinder Camp and Conference Ministries
PO Box 559
Manlius, NY 13104

JOB DESCRIPTION

Position: Program Assistant
Reports To: Program Director
Classification: Seasonal

Job Summary

The Program Assistant assists the Program Director in planning and delivering a whole camp program for the season. He/She will have some supervision over camp program operations.

Essential Duties and Responsibilities:

- Assist the Program Director in carrying out the weekly program.
- Lead various camp activities as requested by the Program Director.
- Assist in creating a camp program appropriate for a wide range of age groups.
- Consult with the Program Director in an effort to improve or expand activities and experiences.
- Relieve counselors for breaks as needed.
- Serve as a counselor for the week as needed.
- Act as liaison between counselors and Program Director.
- Lead or supervise the spiritual aspects of camp as assigned by the Program Director.
- Act as a resource person, available to camp administration as needed.
- Comply with all health-related protocols and procedures as applicable.

Expectations:

- Follow and ensure adherence to VPCCM policies and procedures.
- Support VPCCM's mission of helping each camper take the next step on their spiritual journey with God.
- Treat the entirety of the camp community with dignity and respect.
- Attend all scheduled staff meetings and training when required.
- Must be able to work weekdays, weekends and holidays as needed.
- Perform other assignments/duties as directed.

Special Considerations:

- Occasionally, staffing needs or strategic initiatives require that position descriptions are modified as needed.
- Housing and board are provided for the duration of the camping season, including staff training weeks.

- The individual is familiar with the employee handbook and agrees to its terms and conditions.
- The individual shall represent the mission or teachings of VPCCM.
- The individual shall keep the CEO and/or Board chair informed of all critical issues relating to his/her areas of responsibility.

Qualifications:

- A. At least 18 years of age.
- B. Experience in camp experience.
- C. Be familiar and skilled in a variety of camp activities.
- D. Be of a high moral and mature character.
- E. Ability to maintain the mission and vision of VPCCM.
- F. Ability to maintain a character that demonstrates the values and teachings of a Christian ministry.
- G. Demonstrate the ability to relate positively and energetically with staff, campers, and community organizations.
- H. Have the ability to work with people of all ages.
- I. Must have the ability to maintain a non-judgmental attitude in working with customers, clients, campers, and staff.
- J. Must be able to work autonomously and be highly organized with the ability to focus on multiple priorities.
- K. Must work in an organized, detail-oriented manner.
- L. Thrive in a team-oriented environment. Be a team player.
- M. Ability to work in a fast-paced environment and maintain poise under pressure.
- N. Excellent phone and computer skills, familiarity with (or ability to learn) Microsoft office and camp registration software.
- O. Must maintain a valid driver's license.
- P. Ability to speak, write and understand English in a manner sufficient for effective communication with leadership and field personnel.
- Q. Must live on-site during the camping season, including staff training weeks.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the duties of this job. Reasonable accommodation may be made to enable individual to perform the essential functions of this job.

Physical requirements include good speech, hearing and vision ability, and excellent manual dexterity. Lifting, pulling, and pushing of materials up to 50 pounds.
Requires bending, squatting, walking, and hiking.
Requires working in an outdoor environment.

Travel:

Limited travel is required

Working Conditions:

Most of the work will take place outdoors, or inside camp buildings that do not have heat or air conditioning.

VPCCM Mission Statement:

Program Assistant January 2021

To provide a safe environment in which to bring people of all ages into a vital, living relationship with Christ Jesus as Lord and Savior. We will do this by introducing people to Jesus and Equipping them to grow spiritually and to minister to their world.

VPCCM Vision Statement:

Introducing people to Jesus and equipping them to grow spiritually and minister to their world.

About VPCCM:

We are first and foremost a Christian Camp and Conference Ministry. We stick to the basics of the Christian Faith, which allows us to minister across lines of theological and doctrinal differences. Our complete statement of faith can be found at <http://www.vpccministries.org/about-us/statement-of-faith/>

All employees recognize that VPCCM is a Christian Ministry and agree that they will do nothing as an employee of VPCCM to undermine its religious mission.

Your signature below indicates that you have read and understand the Job Description and agree to perform the duties as assigned.

(Employee Signature)

(Date)

(Supervisor, CEO)

(Date)
