



Job Title: Activities Assistant

Classification: Temporary- up to 8 weeks (May 21-July 14, 2018)- Salaried

Position Purpose:

This position oversees the Activity staff and their activity areas. Also, this position assists the Office Coordinator in completing administrative tasks beginning in May. This is a mission experience that contributes to the fulfillment of the objectives of the program ministry.

Essential Job Functions:

- Assist the Staff Coordinator in overseeing the Activity Staff.
- Oversee and manage Activity Staff when Staff Coordinator is not present at camp.
- Aid in preparing and running activities and activity areas as needed.
- Perform administrative tasks given by the Office Coordinator.
- Manage office hours when the Office Coordinator is not present.

Other Job Duties:

- Counselor: you may be a part of an assigned cabin group and will assist the other counselors when you are not engaged in your duties.
- As a member of the staff, you will assist with weekly preparation of the camp for the next group of volunteers and campers.
- Be available and willing to run/participate in the camp programs.

Relationships:

Communicating with the Activity Specialists, Head Counselors, Day Camp Coordinator, Program Coordinator, and Staff Coordinator will be critical. You will have the opportunity to work with volunteers and STACC students.

Equipment Used:

Equipment needed to run activities, golf carts

Qualifications:

Candidate should be minimum 18 years old and be out of High School one year.

Candidate should have the necessary knowledge, skills, and abilities that pertain to the position.

Candidate should have and be able to communicate a relationship with Jesus Christ.

Candidate must be able to honor the Camp Conquest Statement of Faith and Core Values.

Physical Aspects of the Job:

Candidate should be able to function in a natural, outdoor environment. Camp itself involves a lot of walking and requires good management of down time.

For more information about this position and the application process, please contact Steve Weaver at steve@camconquest.org or 717.342.7175.