



*Job Title*

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Program Specialist

*Responsible To*

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Camp Director

*Supervises*

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Assigned youth groups

*Summary*

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The purpose of the Program Specialist is to work with fellow Program Specialists in program areas and create activities, to be delivered through instruction or independently through camp in a box activities.

*Required Qualifications*

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1. 18 years of age or older.
2. Ability to live on-site.
3. Sufficient visual, auditory, communicative, and cognitive abilities to perform the essential functions of the position.

*Preferred Qualifications*

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1. Experience in working with children.
2. Leadership experience.
3. Previous camp experience.
4. Interest, knowledge and/or skills in a variety of camp program activities.
5. CPR, AED, First Aid and Lifeguard certification.
6. Valid Driver's License.

*Essential Functions*

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1. Sufficient visual, auditory, communication and cognitive abilities to provide guidance, supervision, and leadership to a youth group.
2. Ability to teach and lead activities.
3. Ability to work with people of differing abilities to provide a safe camp experience.
4. Stand for extended periods of time as needed.
5. Ability to communicate effectively with fellow Program Specialists to ensure the safety and effectiveness of the program activities.
6. Knowledge or willingness to learn effective discipline techniques, behavior management plans, and strategies for working with children.
7. Represent the Pretty Lake Camp professionally at all times.
8. Ability to self-regulate own behavior while living and working in a communal setting, this includes but is not limited to:
  - Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.

- Use of appropriate language that is inclusive, polite, positive, avoids gossip, avoids profanity, and leaves personal life outside of Camp.
- Ability to have support from family or friends outside of Camp.
- Use of cell phone only during two hours off each day.
- Abide by all policies and procedures in the staff code of conduct.

*Specific Responsibilities*

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1. Attend and participate in all staff meetings and events, including daily morning meeting.
2. Be dressed professionally and ready to greet parents, guardians and youth.
3. Assist with planning of program activities.
4. Be a positive role model for the campers and other staff members.
5. Create, prepare, and lead activities with other staff.
6. Assume responsibility for each camper's and staff's safety and health, assuring them a pleasant camp experience. Help each camper and staff member grow and adjust to others and to camp life.
7. Assist with campers with special needs or behavioral problems.
8. Assist with all camp activities, working closely with all staff.
9. Respect the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise. Also respect the confidentiality of the office and administrative issues.
10. Know when to ask for assistance and support fellow staff.
11. Assist in activity assembling camp in a box activity kits and write lesson plans/instructions.
12. Assist with social media posts that include: facebook, Instagram, and youtube.
13. Submit weekly feedback form.
14. Encourage the individual camper to participate in all camp activities.
15. Assist facilities in general camp upkeep that may include, but not limited to trail work, cleaning bathrooms, painting, raking, gardening and wood chipping.
16. Assist in sorting and organizing program areas around camp.
17. Be flexible and willing to act as a substitute for any program specialist during the time of an absence.
18. Assist in camp emergencies or other situations as dictated by policy and directed by administrative staff.
19. Assist with camp clean-up each week.
20. As needed, serve as a vehicle driver for camp trips, emergency situations or for running errands.
21. All other duties as assigned.

*Revised 10/20*