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### *How to Apply*

Complete employment application at <https://prettylakecamp.campbrainstaff.com> or contact Amber at [amber@prettylakecamp.org](mailto:amber@prettylakecamp.org) to receive application. Deadline May 13, 2024.

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### *About Pretty Lake*

We're a non-profit, free overnight summer camp seeking employees to work for us in a variety of seasonal positions. There are two to three weeks of training, depending on your role, that will take place in mid to late May. Camp will run 5-day sessions until late July. Along with compensation, we provide free housing, meals, laundry facilities, and the opportunity to grow personally while serving the community.

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### *Job Title*

Program Specialist

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### *Responsible To*

Camp Director, Program Manager

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### *Summary*

Program Specialists work with the Program Manager and fellow program staff in various areas of camp to create and facilitate activities for campers. Program areas involve sports, Arts & Crafts, STEAM, Environmental Education, and more.

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### *Required Qualifications*

1. Kindness, responsibility, and a strong work ethic.
2. Ability to work independently and as a team using camp guidelines and policy manuals.
3. Desire to work with children and young adults.
4. Interest, knowledge and/or skills in a variety of program activities.
5. General knowledge in all areas of STEAM.
6. 18 years or older.

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### *Preferred Qualifications (Not required)*

1. Experience in youth development and behavior management.
2. Experience in a summer camp environment.
3. Ability to live at camp during sessions.
4. Leadership or facilitation experience.
5. Lifeguard, First Aid, CPR, and/or AED certifications.

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### *Essential Functions*

1. Teach and lead daily activities.
2. Work as a team to prepare all program spaces.
3. Become familiar with all program areas, and be able to lead any program activities.
4. Always represent Pretty Lake Camp professionally.

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5. Communicate effectively with staff, campers, and camper families.
  6. Work with campers and staff of all backgrounds to create a safe camp experience for everyone.
  7. Receive and follow general instructions, as well as respond to emergency situations.
  8. Be able to move for long periods of time, lift to 35 pounds, and assess and care for campers and staff.
  9. 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.
    - Use of cell phone only during two hours off each day, during scheduled break.
    - Abide by all policies and procedures in the staff code of conduct.

### *Specific Responsibilities*

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1. Learn various activities in each program area and facilitate these activities day-to-day.
  2. Lead activity blocks for 10-16 campers individually, and lead activities for up to 100 campers at once with the rest of the program team.
  3. Communicate regularly with the Program Manager, about program quality, concerns, and materials.
  4. Work flexibly with the whole program team, to make sure all activities are prepared for and lead successfully.
  5. Provide coverage for staff on break.
  6. Communicate regularly and clearly with camper families regarding camp policies, registration, etc. as instructed.
  7. Assist with front desk coverage and duties.
  8. Lead activities as needed.
  9. Maintain the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
  10. Observe camper behavior, assess its appropriateness, and enforce necessary safety regulations. Use effective discipline techniques, behavior management plans, and strategies for working with children.
  11. Submit bi-weekly feedback forms.
  12. Know when to ask for assistance and support fellow staff.
  13. Assist in camp emergencies or other situations as dictated by policy and directed by administrative staff.
  14. All other duties as assigned.
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*Revised Fall 2023*