Amigo Centre
JOB DESCRIPTIONS
Summer Staff

Program Assistant

This position is responsible for making sure that camp runs smoothly by taking some responsibilities and leadership from the Youth Program Director

Requirements:

1. Must have at least one year experience in the camp setting.
2. Must be organized.
3. Must have good communication skills.
4. Willing to work with all different types of personalities.

Duties and Responsibilities:

1. Check weekly cleaning to make sure it was done in accordance with health code standards.
2. Judge cabins for cabin cleaning
3. Help deal with Bed Bug, Lice or other bug infestations as we have a need during the summer camp season.
4. Create Cabin Assignments
5. Update the weekly schedule with activities, breaks, and hours for underage staff
6. Print Camper Mail
7. Help orchestrate Mid-Week staff meetings
8. Communicate with the kitchen for pack outs. (Turn in appropriate form to Head Cook for every pack-out)
9. Lead Fire Drill and assist with other drills as needed.
10. Regularly check in with other staff and encourage them.
11. Other Responsibilities as needed.

Starting Pay: $275/week stipend

Focus on Program Management and Staff Morale
Accountable to Youth Program Director
Revised 03/26 CE

Employee Signature:_____ Employer Signature:_____