**SUMMER PROGRAMS ASSISTANT**

**Qualifications:**

1. Self-motivated and organized with attention to detail.
2. Ability in planning and the administration of programs.
3. Ability to take direction and accomplish administrative tasks.
4. Competent computer skills and ability to learn camp database systems.

**Responsible to:** Program Leadership Team

**General Responsibilities:**

1. To assist in the behind-the-scenes administrative work of camp.

**Specific Responsibilities:**

1. Model positive and appropriate behavior to campers and other staff, including:
	1. A friendly, upbeat and encouraging attitude.
	2. A welcoming and inclusive manner towards others.
2. To help organize and ensure we have documented all paperwork necessary for ACA accreditation and other certifications.
3. Help plan and participate in camp wide activities.
4. Help with administrative task; such as camper groups, camper evaluations.
5. Help with communication with parents based on emails and phone calls received.
6. To seek out and assist head counselors, sail masters, administrative assistant, LIT coordinator and media specialist with administrative tasks to benefit the camp community.
7. To coordinator daily program schedule and assist with weekly and daily sign-up by group counselors.