



PROGRAM ASSISTANT JOB DESCRIPTION

OVERALL OBJECTIVE:

The purpose of the Program Assistant at Rivers Edge is to provide proficient teaching of activity skills to campers and guests and to exhibit leadership in the areas of responsibility that are given to you.

REPORTS DIRECTLY TO: Program Director.

MINIMUM REQUIREMENTS:

- Assistant activity leader age requirement 16 or older
- Senior activity leader age requirement 18 or older
- Current standard first aid and CPR level C
- Previous experience in childcare and youth management
- Able to produce a current vulnerable sector check

DUTIES AND RESPONSIBILITIES:

- Lead camp activities such as: archery, bmx, bubble soccer, crafts, ceramics, high ropes, initiative games, orienteering, slingshots, sports, tie-dye, wall climbing.
- Assist in set up, implementation, and clean-up of wide games, field games, themed meals and late night activities.
- Be involved in planning and implementing events such as: lip sync battles, opening programs, light shows, etc.
- Maintain order of activity materials and inventory. Show responsibility with equipment use and oversee restocking of materials as needed.
- Maintain all records and incident reports.
- Clean and organize area of responsibility at the end of each session
- Must supervise campers during hours of operation
- Other tasks as assigned

PERSONAL CHARACTER TRAITS

- **Passionate about pursuing Jesus** – You have a deep relationship with Christ that is modeled through character and competence. You have strong spiritual disciplines. Your faith is part of your everyday life. You strive to live it out practically, authentically and humbly.
- **Passionate about helping other pursue Jesus** – You have an understanding of people and how to align them in pursuing wholeness with Jesus. You believe in the future of Rivers Edge Camp & Retreat Centre. You take your responsibilities seriously.

GUIDING PRINCIPLES:

- **Called** - Have a deep purpose about your life that flows from a strong awareness that God has directed you to serve Him by using your passion and giftedness.
- **Character** - Have demonstrated a high moral integrity that exhibits itself in your personal life, your spiritual life, and your relational life. In other words, you are truthful, faithful, sincere, hard working—a person worthy of respect.
- **Committed** - Displaying a spiritual authenticity through a mature and consistent commitment to Christ and His kingdom purposes.
- **Compatible** - Be a good ministry fit, a relational fit, and a skill fit with the River's Edge Service Team.
- **Coachable** - Be aware of your own limitations and inadequacies and eager to learn and to improve. In other words, you will never stop learning as a person.
- **Competent** - Demonstrates a high degree of effectiveness in your previous roles and continue that high level of proficiency at River's Edge.
- **Congruent** - A strong supporter of the Camp's position in relationship to the denomination, and willing to work in cooperation with the statement of faith and the policies and procedures of the Evangelical Missionary Church of Canada and its doctrinal views which are in harmony with this ministry and the Leadership Team Leader.