



Pleasant Valley Bible Camp

3606 Wilson Rd., East Jordan, MI 49727

Job Description: Program Assistant / Activity Assistant

The activity assistant's position works under the direction and supervision of the Program Director and the Program Director Assistant to ensure age-appropriate activities are supervised and adequately prepared for campers.

Qualifications:

- At least 18 years of age.
- Training in activity area.
- Desire and ability to work with children outdoors.
- Ability to relate to one's peer group.
- Ability to accept guidance and supervision.
- Ability to teach skills to other staff members and campers of all ages.
- Good character, integrity, adaptability, enthusiasm, patience, and self-control.
- Be willing to be challenged spiritually, physically, and emotionally to grow and learn.

This position includes, but is not limited to, the following:

- Work with Program Director during staff training to set up area and program for campers including but not limited to archery, rifle range, all-camp activity, disc golf, etc.
- Assist in coordinating specialization with other camp activities and plans.
- Write lesson plans, with help of Program Director, for program sessions.
- Teach and monitor proper use of equipment
- Participate in weekly program evaluations conducted by staff.
- Conduct daily check of program area and equipment for safety, cleanliness, and good repair.
- Submit orders for equipment and supplies when needed.
- Assist in conducting initial and end-of-season inventory, storing, and keeping equipment in good condition.
- Evaluate current season and make recommendations for equipment, supplies, and program.

Other Responsibilities

- Attend morning and afternoon/evening chapel services
- Participate in cabin devotions on a daily basis
- Accommodate to change and assist in other areas of camp when needed.