

CANOE ISLAND FRENCH CAMP
JOB DESCRIPTION: VOLUNTEER PROGRAM ASSISTANT

Objective

To assist the Program Coordinator and Camp Director in program activities, to fill in for counselors during their time off or when they are busy, and to help as needed in all camp functions.

Authority

The Program Assistant has the authority to carry out assigned work within the established framework of policies, plans, and procedures. The Program Assistant is accountable to the Program Coordinator, Camp Director and Executive Director.

Specific Duties:

1. Assist Program Coordinator with activity preparations including art work, laminating, schedules, photography, mailings, decorations, etc.
2. Help in the kitchen once a week on kitchen staff days off
3. Handle all lost and found after each session, mailing back those with names.
4. Assist as needed in art, theater, and French cuisine activities.
5. Supervise tipi area during counselor meetings, usually twice a week for 1 hour
6. Take part as needed in evening activities.
7. Use personal and rest time appropriately, within guidelines established by the camp's personnel policies, staff manual, and pre-camp materials.
8. Encourage respect for personal property and camp equipment.

Essential Functions:

1. Ability to use good judgment in all situations.
2. Ability to communicate orally and in writing effectively with fellow staff, campers, parents, public.
3. Physical ability to work on a computer.
4. Ability to work with people from a variety of backgrounds.
5. Ability to accept and give supervision and guidance.
6. Ability to visually observe and assess camper behavior with regard to its appropriateness in view of safety, health (physical, mental) and its effect on others.
7. Physical ability to respond quickly and effectively to environmental and other hazards, per camp policies/procedures.
8. Possess strength/endurance required to maintain constant supervision on campers/staff.
9. Ability to speak English and have an understanding of basic French.

Minimum Qualifications:

1. Should have previous experience as a CIFIC camper.
2. Be able to successfully use a digital camera and Photoshop software
3. Must be at least 17 years old.
4. Must enjoy working with children.