

**CANOE ISLAND FRENCH CAMP**  
**JOB DESCRIPTION: VOLUNTEER PROGRAM ASSISTANT**

**Objective**

To assist the Program Coordinator and Executive Directors in program activities, to fill in for counselors during their time off, and to help as needed to ensure the smooth running of camp.

**Authority**

Program Assistants have the authority to carry out assigned work within the established framework of policies, plans, and procedures. Program Assistants are accountable to the Program Coordinator and Executive Directors.

**Specific Duties:**

1. Assist the Program Coordinator with activity and program preparations including sign-ups, artwork, laminating, mailings, mots du jour, decorations, theme-day preparation, Shaw Day Preparation, etc.
2. Take high-quality photos of campers throughout the day and organize/process these photos as specified in the Program Assistant Handbook. Use these photos to complete several photography-based projects throughout the session.
3. Assist as needed with art, theater, journal, and French cuisine activities.
4. Supervise the tent area during counselor meetings as needed.
5. Distribute mail and aid with package distribution.
6. Take part as needed in evening activities.
7. Complete several pre-camp and post-camp tasks including cleaning.
8. Ensure campers adequately wash hands before meals.
9. Work collaboratively with a partner to accomplish the above tasks and responsibilities.
10. Use personal and rest time appropriately, within guidelines established by the camp's personnel policies, staff manual, and pre-camp materials.
11. Encourage respect for personal property and camp equipment.
12. Foster a community of respect and kindness amongst fellow assistants, other staff, and campers.

**Essential Functions:**

1. Ability to use good judgment in all situations.
2. Ability to communicate effectively both orally and in writing with fellow staff, campers, parents, and the 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 terms 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 have a strong work ethic.
4. Must be at least 17 years old.
5. Must enjoy working with children.