



TITLE: Assistant Manager (Netta Day Camp Assistant Manager Internship)

REPORTS TO: Day Camp Manager

STATUS: Full Time (Seasonal)

BASIC FUNCTION: This position works alongside the Day Camp Manager to lead the Netta Day Camp program. This includes creating schedules, supervising or leading day-to-day activities, supporting Day Camp counselors and summer staff, and interacting with campers and their families.

SUPERVISORY RESPONSIBILITIES: None.

COMPENSATION: \$400/week, plus lodging and most meals

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Advocates for, supervises, and builds community with summer staff
2. Helps provide coverage for counselors during their breaks
3. Works with Day Camp Manager to:
 - a. Oversee, support, and lead Netta Day Camp program elements
 - b. Create weekly schedules
 - c. Assess and improve program functions
 - d. Interact with camper families
4. Offer spiritual and emotional support to summer staff
5. May take on additional responsibilities based on experience and interest

PREFERRED QUALITIES, SKILLS AND QUALIFICATIONS

- Supports the mission of Massanetta Springs to be “a place for all people to discover God through renewal, discovery, and hospitality”
- Education: no specific educational requirements, but at least 19 years of age (21+ preferred)
- Experience: no previous experience needed; knowledge of Massanetta’s ministry and/or camp and conference ministry and hospitality industry is helpful; previous summer camp and supervisory experience preferred
- Qualities: team-oriented; practicing and modeling self-awareness and self-care; flexible and creative attitude for creating solutions
- Skills: strong communication both written and verbal; CPR/First Aid training or certification; ability to work in active program in predominantly outdoor setting on hilly, historic site
- Preference for current license to operate vehicle, clear of recent violations

- Background check: must pass a criminal background check and agree to abide by Massanetta Springs' Child Protection Policy

WORK SCHEDULE

- Ideal commitment is on or by May 22, 2023 through August 10, 2023
- Mandatory staff training dates June 2-8, 2023
- Applicants should be available the majority of the summer season (June 10-August 10)
- Active weekday schedule
- Many nights and weekends off, plus daily breaks

The above position description has been reviewed and its content is believed to be complete and accurate. Massanetta Springs, Inc., as an employer, retains the discretion to add or change the functions, responsibilities, and/or qualifications for this position at any time.

This position description does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. This description is intended to describe the general nature and level of work being performed by people assigned to this job. This should not be construed as an exhaustive list of all responsibilities, duties, skills, knowledge, and abilities required of job incumbents. Further, the description is not intended to limit or in any way modify the right of any supervisor to assign, direct or control the work of employees under his/her supervision.

TO APPLY

Contact Colleen Earp, Program Director, at colleen@massanettasprings.org with a letter of interest and two references.

Reviewed by Program Director 12/2022