



TITLE: Netta Day Camp Assistant Manager
REPORTS TO: Day Camp Manager
STATUS: Full-time (seasonal)
REVISION DATE: February 2022

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 & overall summer staff, and interacting with camper families.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Advocates for, supervises, and builds community with summer staff
- Helps provide coverage for breaks counselors
- Works with day camp manager to
- Oversee, support, and lead day camp program elements
- Fill out weekly schedule
- Assess and improve program functions
- Interface with camper families
- May take on additional responsibilities based on experience and interests
- Must provide information for and clear background check prior to starting work

REQUIRED SKILLS, QUALIFICATIONS, & COMPENSATION

Age: Must be at least 21 years of age.

Education: Minimum of high school diploma (or equivalent).

Experience:

- Previous supervisory experience preferred
- Previous camp/conference experience preferred

Skills & Qualities:

- Supports the mission of Massanetta Springs to be “a place for all people to experience God through renewal, discovery, and hospitality”.
- Able to have positive and quality interactions with campers and camper families
- Practice self-awareness be open with summer supervisors about mental and physical needs and concerns
- Flexible and creative attitude for creating solutions
- Able to collaborate as part of a team
- Has or able to obtain First Aid/CPR certification

Work Schedule:

Ideally available to start on or by May 31st, before staff training to help prepare for staff arrival, and to stay the week after programming ends (approximately Aug. 12) to help with season wrap up and program evaluation.

Mandatory Training dates: June 5-11, 2022

Applicants must be available for the majority* of the summer season (June 5 - August 6).

*Applicants should come prepared with dates they hope to have off during the summer.

Specific work hours may vary based on weekly assignments. Staff will have 24/36 hours off work each week plus daily breaks and many nights off.

Working Conditions: Periods of Concentrated work requiring high stamina.

Physical Requirements

The position requires walking, sitting, standing, running, easy hiking, talking, perhaps some jumping (games!), and listening. Should have swimming skills sufficient to play with and supervise children in shallow water (in addition to the lifeguard on duty).

Certifications: Lifeguard; Challenge Course/Zip-line; CPR/First Aid certifications are all a plus, but not necessary

Compensation:

- \$375/week
- On-site housing for duration of employment
- All meals during working hours and many meals, as available, during time off

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 their supervision.

Employee Signature

Date

Reviewed by Executive Director

Date