



DOING
THE MOST
GOODSM

**The Salvation Army – Northern Division
Department - Northwoods Camp
Job Description**

Position Title: Program Aide
Salary Status: Special Camp Exemption
Classification: Not Rated
Reports to: Program Director & DYS

The Salvation Army Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Summary of Position

The program aid will assist the DYS in performing clerical, recreational and staff support throughout the summer camping program. This is a temporary summer time position without benefits and requires that you live at camp in the quarters assigned. The duration of this position is determined by the summer camp programs.

Qualifications

1. Committed Christian with a desire to share your experience with others.
2. Totally committed on an emotional, spiritual, and intellectual level to the objectives of the camp and the children in your care.
3. Must be 15 years of age .
4. Desire and ability to work with children outdoors.
5. Ability to perform entry level work and routine program duties by assisting the DYS.
6. Ability to assist in conducting youth development, educational enrichment and recreational activities that support personal, social, cultural and spiritual growth of campers.
7. Ability to assist in teaching an activity.
8. Good character, integrity, and adaptability.
9. Enthusiasm, sense of humor, patience, and self-control.
10. Ability to participate fully in the total camp program.
11. Ability to communicate and work with groups participating (various age and skill levels,) and provide necessary instruction to campers.
12. Ability to observe camper behavior assesses its appropriateness, enforce appropriate safety regulations, and emergency procedures, and apply appropriate behavior-management techniques.
13. Visual and auditory abilities to identify and respond to environmental and other hazards related to the activities.
14. Possess the strength and endurance required to maintain constant supervision of campers.

15. Cognitive and communicative abilities to plan and conduct activities (i.e. clubs, emblems classes, rainy-day activities, etc.) that achieve camper development objectives.
16. Ability to assist campers in emergency (fire, evacuation, illness, or injury).
17. Have completed the Safe from Harm program course or complete the course during orientation.
18. Must pass the background checks.
19. It must be understood by the incumbent that the provisions of Safe From Harm will apply upon commencement of employment and also understood that the required Safe From Harm training be satisfactorily completed **by the end of Staff Orientation week.**

Essential Duties and Responsibilities

1. Assists the Youth Department Staff in conducting and carrying out youth program activities.
2. Distributes and collects equipment or supplies
3. Makes copies of materials needed for camp counselors/camp staff
4. Participates in the morning worship and evening programs
5. Attends staff devotions at camp
6. Gives assistance in the Dining room to the Dining Room Hostess in cleaning up after a meal and setting up for the next meal.
7. Provide assistance in Critters during free time and after the evening meeting.
8. Is available to assist camp and/or volunteer staff in teaching a class.
9. ability to establish and maintain effective working relationships with others.
10. Carrying out other duties as assigned by the DYS.
11. Making sure all program equipment is in working order and available to campers and staff.
12. Willingness to live in a camp setting and work irregular hours.
13. All other duties as assigned by the DYS.

*** Please note that full participation means that although you may not have an assigned responsibility you are required to attend and participate in the various daily programs of camp, such as evening programs, camper worship, cabin devotions, etc.**

Working Conditions

There are normally no hazardous or significantly unpleasant physical working conditions, with the exception of the occasional emotional distress or turmoil (due to varying situations) with and between staff and/or clients. Some of the work required of this position will be performed outdoors.

Blood borne Pathogens Exposure Risk Level

Risk Level 1 – The tasks or activities conducted by Risk Level 1 would involve no known expectation of exposure to blood or other potentially infectious materials.

Physical Activities and Requirements of Position

Talking

- Especially where one must frequently convey detailed or important instructions, information, and ideas accurately, loudly, or quickly.

Hearing

- Able to hear average or normal conversations and receive ordinary information

Repetitive Motion

- Movements frequently and regularly required using the entire body.

Visual Abilities

- Average, ordinary, visual activity necessary to prepare or inspect documents and for driving.

Physical Strength

- Variety of work; the majority of the time is prolonged standing, walking, with some running, bending, squatting, climbing, kneeling, twisting and lifting.
- Able to regularly lift/move 30 pounds and 50 pounds occasionally.

Mental Activities and Requirements of Position

Reasoning Ability

- Ability to deal with a variety of variables under only limited standardization.
- Able to interpret various instructions.

Mathematics Ability

- Ability to perform basic math skills, addition, subtraction, multiplication, division, fractions and percentages.

Language Ability

- Ability to speak, read and write fluent English.
- Ability to read a variety of books, magazines, instruction manuals, atlases, and encyclopedias.
- Ability to prepare memos, reports, and essays using proper punctuation, spelling and grammar.
- Ability to communicate distinctly with appropriate pauses and emphasis; correct punctuation and variation in word order; using past, present, and future tenses.

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative and are not inclusive of the initiative expected to assume other responsibilities as needed. I have read the above job description and am fully aware of all the duties and responsibilities of this position and am capable of performing all duties.

I fully understand the Guidelines for Adults Working with Children or Youth and I agree to follow these guidelines. If accommodations are needed to perform the duties, I agree to provide medical documentation of the specific accommodations needed. I understand The Salvation Army will evaluate and determine whether it is financial and/or physically able to make the accommodations.

Employee Name (Please print)

Employee Signature

Date

Supervisor Name (Please print)

Supervisor Signature

Date