



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

Position Title: Program Aide
Salary Status: Special Camp Exemption
Classification: Not Rated
Reports to: Divisional Youth Secretary

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.

Qualifications

- Totally committed on an emotional, spiritual, and intellectual level to the objectives of the camp and the children in your care.
- Must be 15 years of age.
- Desire and ability to work with children outdoors.
- Ability to perform entry level work and routine program duties by assisting the DYS.
- Ability to assist in conducting youth development, educational enrichment and recreational activities that support personal, social, cultural and spiritual growth of campers.
- Ability to assist in teaching an activity.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.
- Ability to participate fully in the total camp program.
- Ability to communicate and work with groups participating (various age and skill levels,) and provide necessary instruction to campers.
- Visual and auditory abilities to identify and respond to environmental and other hazards related to the activities.
- Possess the strength and endurance required to assist counselors with supervision of campers.
- Cognitive and communicative abilities to plan and conduct activities (i.e. clubs, emblems classes, rainy-day activities, etc.) that achieve camper development objectives.
- Ability to assist the counselors and help campers in emergency.
- Must be willing to support the mission of The Salvation Army.
- Have completed the Safe from Harm program course or complete the course during orientation.
- Must pass the background checks.

- 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.

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.

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 and evening programs
5. Gives assistance in the Dining room to the Dining Room Hostess in cleaning up after a meal and setting up for the next meal.
6. Provide assistance in Critters during free time and after the evening meeting.
7. Is available to assist camp and/or volunteer staff in teaching a class.
8. Ability to establish and maintain effective working relationships with others.
9. Making sure all program equipment is in working order and available to campers and staff.
10. Clean the pool locker rooms daily after the evening program while maintaining SFH 2 adult guidelines.
11. Willingness to live in a camp setting and work irregular hours.
12. All other duties as assigned by the DYS.

Staff Responsibilities:

1. Prepare for, and actively participate in, staff training.
2. Manage personal time off in accordance with camp policy.
3. Clean living area daily.
4. Desire to be a team player.
5. Check your mail and read posted flyers on a daily basis for camp information updates.
6. Committed to the growth of campers spiritually, physically, educationally, emotionally, and socially.
7. Encourage respect for individuals and their differences.
8. Attend required staff meetings, activities and outings.
9. Be a constructive member of the staff contributing in every way possible to the health, harmony, and happiness of the Northwoods Camp family.
10. Immediately bring criticisms and concerns to your Head Counselor.
11. To be in accord with camp aims and policies being loyal to camp at all times.
12. Evaluate current season and make suggestions for following season.
13. Assist where needed for the benefits of the campers and the smooth operation of camp.
14. Immediately seek help from leadership if an emergency occurs. During emergencies, observe procedures and assist if directed.
15. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

* 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 of the duties and responsibilities of this position and am capable of performing all duties. 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 financially and/or physically able to make the accommodations.

The Salvation Army uses job descriptions to aid in various human resource functions. A job description normally is shared with the employee at the time of hire and a copy signed by the employee will be kept in the personnel file. It will help you and your supervisor to communicate about job responsibilities. However, these descriptions are not fixed organization policy. They are guidelines and are subject to change. From time to time, you may be requested to perform duties and handle responsibilities that are not part of your normal job description.

Employee Name (Please print)

Employee Signature

Date

Supervisor Name (Please print)

Supervisor Signature

Date