



Job Title: Program Support Staff

Reports to: Camp Director, APC Summer Director

Purpose: Plan, develop and implement an age-appropriate camp program for the duration of the camp.

Essential Job Responsibilities:

- Responsible for the safe and effective operation of the program in which you're asked to help , and its coordination into the whole camp program
- Set up and maintain safe and adequate programming
- Repair, care for, and clean equipment and maintenance of current inventories
- Instruction to campers in skills needed for your area and formation of a schedule, in cooperation with the Camp Director and APC Summer Director, maximizing the use of the program
- Enforce all safety regulations as set forth by the ACA and Camp administration
- Report any individuals who refuse to follow the safety regulations
- Report any incidents according to the APC policies and guidelines outlined in the APC orientation

Qualifications:

- Must possess sound, mature judgment and possess personal integrity. Patience and a strong interest in working with youth are essential for the proper execution of the program leader's responsibilities
- Must be willing to work hard, creating a strong program for varied ages and skill levels
- Must be a minimum of 18 years of age