

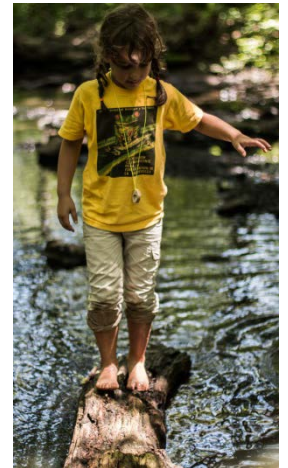
Summer Camp Site Assistant - Job Description



SUMMARY: Site Assistants (SA) are vital members of a community supporting the mission of White Pine Programs (WPP). SAs are responsible for observing, communicating and taking appropriate actions as directed. SAs work closely with Program Managers to create a strong program foundation to support staff, volunteers, parents & participants and to ensure a safe, high quality experience. SAs report to Site/ Program Managers as direct supervisors. SAs are high-profile role models & spokespeople for White Pine Programs.

QUALIFICATIONS:

- Current (or willing to obtain prior to employment): Wilderness First Aid & CPR certifications
- Experience working with children and/or teens in an outdoor setting
- Capable of a physically demanding position including, but not limited to: outdoors in all weather conditions on uneven or muddy surfaces, on and off woodland trails, hauling gear, etc.
- Able to carry 40lbs over short-moderate distances on uneven terrain
- Working knowledge of camp tools and ability to make basic repairs on equipment
- Prior work in leadership preferred
- Previous work with 8Shields mentoring model preferred
- Wilderness skills and /or Naturalist training preferred
- Minimum age of 18 years old to hold this position



COMPENSATION:

- Starting wage: \$13/hour
- This seasonal position begins June 3rd and will run no later than August 23rd
- Requires consistent overtime for up to 6 of the weeks

The Following Areas Summarize Site Assistant Role:

Administrative & Preparatory Work

- Meet with Program Manager prior to program start to assist in curriculum planning
- Collaborate with Program Manager to make any necessary property preparations
- Attend Staff Training in whole

Leadership & Managing Risk

- Attend program meetings at the beginning and end of each program day
- Support staff in their daily planning and property needs
- Work directly with program manager to ensure that property is safe and maintained
- In the field provide direct support to staff and clans as needed
- Role model for staff, volunteers, and participants: new ideas, enthusiasm, unity, and creative solutions
- Mentor staff and volunteers during staff meetings and in the field
- Help maintain property including but not limited to outhouses, porta potties, trails, and campfire rings
- When applicable, provide logistical & gear support to overnights
- When applicable, act as substitute instructor, fill in, etc
- Other projects and assignments as requested by supervisors

Communication

- Communicate with families during drop off, pick up and as directed during program day
- Give & receive appropriate, clear, timely feedback to staff, volunteers & supervisors
- Act as liaison between Lead staff & Site / Program Manager with appropriate communications

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Safety

- Assist with logistics to program day such as: traffic, parking, transporting participants
- Role model adherence to safety protocols
- Ensure staff & volunteers adhere to WPP safety policies & protocols

General

- This position requires a nominal amount of pre program and post program hours
- This position calls for flexibility, a positive “yes!” attitude & willingness to do what needs to get done- from managing behind the scenes to grunt work
- Other tasks as needed at the discretion of your supervisors

And Finally....Conduct

- **How** we do what we do at White Pine is just as, if not more, important as what we do. So, it's critical that you understand what we expect in all of our Lead Instructors. This list is a good start...(to learn more about what it means to be a Piney staffer, [click here](#).)

★ Service Minded Attitude

★ Professional Presentation

★ Commitment to Professional Growth

★ Mentoring with Heart

★ Integrity & Maturity

★ Creative, Risk Taking Collaborator

★ Embodying Wildness

★ Provides Clear Feedback



Questions?

Please contact our office at 207.361.1911 or email info@whitepineprograms.org

~ END OF SITE ASSISTANT JOB DESCRIPTION ~

