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## Summer Camp Site Assistant Job Description

**Summary:** Summer Camp Site Assistants are vital members of a community supporting the mission of White Pine Programs. Site Assistants work closely with the Site Manager in the oversight of summer camp locations and are responsible for observing, communicating and taking appropriate actions as directed. Site Assistants work closely with Site Managers to create a strong camp foundation to support staff, volunteers, parents and campers to ensure a safe, high quality camp experience. Site Assistants report directly to Site Managers.

### Qualifications:

- Current (or willing to obtain): Wilderness First Aid & CPR certifications.
- Experience working with children and teens in a camp setting.
- Capable of physical labor in an outdoor setting.
- Able to carry 40lbs over moderate distances on uneven terrain.
- Working knowledge of camp tools and ability to make basic repairs on camp equipment.
- Prior work in leadership preferred.
- Preferred: 8 Shields Mentoring experience.
- Preferred: Wilderness and Naturalist training.
- Minimum age: 18.

### Administrative & Preparatory Work

- Assist with camp design and curriculum planning.
- Collaborate with Site Manager to make any necessary property preparations prior to the start of camp.
- Attend mandatory staff training prior to the start of camp.
- Prepping materials.
- Leading training blocks.
- Participate in prep and debrief meetings with Summer Camp Leadership Team.

### Leadership & Managing Risk

- Support staff in their daily planning and programming needs.
- Work directly with Site Manager to ensure that the camp property is safe, and supplies and materials are well maintained.
- Provide direct support and mentor staff and clans in the field each day.
- Model professional behavior for staff, volunteers, and campers.
- Help maintain camp properties including but not limited to outhouses, portable toilets, trails, and campfire rings.
- When needed, provide support to overnight camp programs.
- Miscellaneous projects and assignments as requested by supervisors.

### Communication

- Communicate with camp families during drop off, pick up and as needed during the camp day.
- Give and receive appropriate, clear, timely feedback to staff, volunteers and supervisors.
- Act as liaison between Lead staff and Site Manager with clear communications.

### Safety

- Assist with traffic and parking at camp location.
- Model and follow all WPP safety protocols.
- Ensure staff and volunteers adhere to WPP safety policies and protocols.

**Compensation:** Competitive pay based on experience and education

Please contact our office at 207.361.1911 or email [info@whitepineprograms.org](mailto:info@whitepineprograms.org)