



## **JOB DESCRIPTION**

**POSITION TITLE:** Program Assistant

**REPORTS TO:** Program Manager

**GENERAL RESPONSIBILITIES:**

To plan, organize, and coordinate Camp Red Cedar's summer programs

**SPECIFIC RESPONSIBILITIES:**

Essential:

1. Maintain knowledge and ensure compliance with all federal and state regulations
2. Maintain and create camper and rider files in accordance with HIPAA law
3. Create weekly name tags, schedules, and med cheat sheets to fit on a lanyard
4. Create weekly camp information sheets
5. Complete camper medication sheets and counselor help sheets
6. Create weekly camp groups in accordance with weekly schedule
7. Provide and coordinate counselor training, as indicated by the CST, when needed
8. Process weekly camp paperwork, make calls and emails to parents/guardians for needed paperwork information
9. Coordinates staff trainings needed for specific camps (ie. Autism, Down Syndrome...)
10. Provide weekly customer satisfaction surveys for all programming areas to be handed out during the end of the week
11. Attend weekly camp meetings and document each meeting in the meetings binder
12. Be a good role model for campers, staff, co-workers, and volunteers.
13. Maintain good attendance during employment
14. Follow and enforce all safety policies adopted by this Agency.
15. Comply with all standards to assure the health and safety of all staff and clients we serve.
16. All other responsibilities as assigned.

Non-Essential:

17. Identify and build relationships with contacts for new referrals to summer programs.
18. Attend all training sessions and facility improvement days.
19. Assist with planning and facilitating facility rental groups and Showdeo nights

**QUALIFICATIONS:**

1. BS or BA in Recreation or related field
2. Computer literate
3. First Aid and CPR certification
4. Professional certifications
5. Professional work experience in a managerial or responsible supervisory position.
6. Demonstrates good communication and organizational skills, sound judgment, initiative, dependability, responsibility, flexibility, honesty, and maturity.
7. Valid drivers license

## DEMANDS AND CHARACTERISTICS OF WORK, EQUIPMENT USAGE, AND WORK ENVIRONMENT.

PERCENTAGE OF WORK TIME	1-33%	34-66%	67-100%
1. Standing/walking		X	
2. Sitting		X	
3. Twisting	X		
4. Lifting/carrying	X		
5. Pushing, pulling	X		
6. Climbing (ascending/descending)	X		
7. Bending/stooping	X		
8. Using arm muscles frequently or for extended periods.	X		
9. Using leg muscles frequently or for extended periods.	X		
10. Using back muscles frequently or for extended periods.	X		
11. Repetitive rapid hand movement	X		
<b>LIFTING REQUIREMENTS-individuals in direct care positions are required to lift a client without assistance.</b>			
12. 2-10 pounds	X		
13. 11-20 pounds	X		
14. 21-30 pounds	X		
15. 31-40 pounds	X		
16. 41-50 pounds	X		
17. 51 pounds or more	X		
<b>DOES THIS JOB REQUIRE?</b>			
18. Working in hot, cold, wet surrounds	X		
19. Working outdoors			X
20. Working with or near chemicals	X		
21. Working near radiation sources	X		
22. Potential exposure to communicable diseases			X
23. Working with hazardous waste materials	X		
24. Utilizing essential upgraded or adaptive equipment as industry standards require	X		
25. Using hand tools	X		

