



## Program Assistant Volunteer Description of Duties

**Reports to:** Camp Directors

**Purpose of Role:** To assist the Program Team in providing a safe and fun experience for Camp Mak-A-Dream participants where they feel part of a community, form friendships, gain resilience, and learn to live with and beyond their (or their family member's) cancer diagnosis. Program Assistants help with campers and/or cabin groups who need extra help or supervision. They also assist Camp Staff in setting up and running various program activities and all camp events, while ensuring age-appropriate guidance, supervision, and inclusivity.

### **All Volunteers Must...**

- Adhere to policies outlined in the Volunteer Handbook as well as any rules, regulations and policies outlined during their time at camp.
- Actively participate in volunteer training.
- Participate in assigned responsibilities and duties with a positive and energetic attitude.
- Fill out and turn in any and all pre camp paperwork 30 days before the camp session begins.
- Assist in keeping their living quarters neat and clean.

### **Program Assistant Responsibilities:**

- Assist Camp Staff with the set-up, facilitation and clean-up of various activities or educational sessions throughout the camp session.
- Work with other staff members and volunteers to ensure a safe and enjoyable experience for campers
- Assist with campers who need extra supervision and support.
- Perform duties as assigned on occasion, this may include assisting Dream Team members with meal service, dining room set up, or clean up or other program areas that your assistance may be needed.
- Watch for and report any potential safety concerns.
- Set a positive example for campers by enthusiastically embracing all scheduled activities.

### **Requirements and Qualifications:**

- Previous experience working with children, teens, and young adults preferred.
- Must be available to be at camp for the entirety of the camp session.
- Must be able to navigate campus without assistance, lead and assist campers around campus, lift or move heavier items on occasion, and work long hours.
- Must be able to demonstrate flexibility and a willingness to adapt to changes in schedule.
- Any special skills or talents may be incorporated into the activity plans.

## **A Typical Day at Camp**

*(times and activities vary by session and age group)*

**8:00**                      **Breakfast**

**8:45- 12:15**      **Activity/ workshop rotations**

**12:30**

**Lunch**

1:00

Cabin Time (*campers return to their cabins to rest*)

2:00- 4:00

Choice Time

4:00

Free Time

**6:00**

**Dinner**

7:00

Cabin Chat (*campers discuss topics in their cabin group*)

8:00

All Campus Evening Activity

9:00

Optional late night activities for older campers

Lights out times vary depending on camper ages