



Program Assistant Volunteer Description of Duties

Reports to: Assistant Camp Director, Camp Director

Purpose of Role: To assist the Program Team in providing a safe and fun experience for Camp Mak-A-Dream participants. 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: Code of Conduct, Volunteer Contract, Community Agreement, Camp Manual, 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 your living quarters and bathroom 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:

- Must be able to work long hours, be active and on your feet and lift or move heavier items on occasion.
- 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
10:00	Activity and workshop rotations
12:30	Lunch
1:30	FOB (<i>campers return to their cabins to rest</i>)
2:30	Activities, free time choices
5:00	Cabin Chat (<i>campers discuss topics in their cabin group</i>)

6:00 **Dinner**

7:30 All Campus Evening Activity

Sometimes there will be an optional “Fireside Chat” for campers to discuss topics

Optional late night activities (for teen and young adult sessions)

Lights out times vary depending on camper ages

12:00 Campus Closed (for all staff and volunteers)