



**Job title: General Assistant at The Marsh Day Camp**

**Reports to: Director of The Marsh**

**The mission of Sandy Cove Ministries is to help people (kids) connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.**

**Position Summary:** The General Assistant provides support through office-type work (photocopies, data entry, record keeping), lunch supervision (prep, serve, clean up) and general housekeeping tasks (camper drop off and pick up, shopping, cleaning, and mail retrieval).

**Position Purpose:** A mostly behind the scenes role to help The Marsh function smoothly so that campers will be able to have a blast and grow in their relationship with Christ.

**Role Qualifications:**

- Have a personal relationship with Jesus Christ that is portrayed in your personal and public life.
- Love kids.
- Capable of working independently with ability to problem solve and prioritize assigned tasks.
- Organized and proficient at basic office tasks such as filing, printing, creating spreadsheets.
- Understand and be able to facilitate basic food service safety.
- Excellent character, integrity and adaptability.
- Ability to communicate and work with a variety of age and skill levels.
- Desire and ability to work in a cooperative, team-oriented atmosphere.
- Enthusiasm, sense of humor, patience and self-control.
- Willingness to work hard and serve in difficult situations.
- Pass required background checks.
- At least 17 years of age.

**Essential Job Functions/Position Responsibilities:**

- Print and file camper forms and required papers and complete office tasks as requested.
- Answer phones, assist with registrations and payments.
- Assist with all food prep (lunch, snack, late night) as needed.
- Pick up and deliver to departments at Sandy Cove (e.g. kitchen, housekeeping, main pool).
- Clean and maintain the Cattail Café to established standards each day.
- Maintain food storage areas.
- Weekly shopping.
- Provide supervision and assure safety for campers who are sent to office / quiet area.
- Encourage respect for personal property, camp equipment and facilities.
- Know, enforce, and follow all safety guidelines associated with the camp.
- Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Communicate with Director regarding concerns, needs and challenges.
- Work cooperatively to resolve issues with other staff, campers, programs, and facilities both at The Marsh and Sandy Cove Ministries.
- Perform all related necessary duties as requested by The Marsh Director.

**Essential skills and experience**

- Ability to relate to youth, peers and adults in a positive manner.
- Demonstrated ability to work independently with attention to detail.
- Ability to communicate and work with groups of various ages and skill levels and provide necessary instruction.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures.

**Reporting to this position:** None

**Physical demands of work environment:**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Requires normal range of hearing and eyesight to respond to environmental and other hazards, as well as record, prepare, and communicate appropriate camper activities/programs.
- The noise level in the work environment ranges from minimal to very loud. Room temperature can fluctuate dramatically and floors can become slippery.
- While performing the duties of this job, the employee is required to stand for long periods of time, walk, sit, bend, stretch, push use hands, climb stairs, balance, stoop, kneel, talk, see and hear. The employee must occasionally lift and/or move up to 50 pounds and handles hot, cold and sharp items.
- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities. Daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

**General sign-off:** The employee is expected to adhere to all company policies of Sandy Cove Ministries.

**I have read and understand this explanation and job description.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Created: 2001 Revised: 12/2020 Reviewed: 10/2023*