



JOB DESCRIPTION | **Program Team**

PURPOSE

Program Team members provide direct leadership and supervision of the daily schedule, games, and activities for campers and staff, striving for a safe, fun, and meaningful experience for all. Program Team members support the mission and goals of Camp Akita by thoughtfully planning and executing activities that build inclusive community and prepare campers to receive the message of Camp Akita.

RESPONSIBILITIES

Program Team responsibilities should be performed in coordination with the Program Director, who will provide guidance and direction.

During Staff Training

- **Overview the job.** Discuss the daily schedule and expectations of the Program Team with the Program Director. Seek guidance from those who have held your role before.
- **Listen and participate.** Actively participate in staff training sessions. Arrive on time, ask questions, and think about how you will use what you learn during your daily work during camp.
- **Build relationships.** Spend time getting to know fellow members of the Akita Staff.
- **Create your team.** Get to know the Program Director and your fellow Program Team members. Explore your individual gifts and leadership styles and communicate about best ways to work together.
- **Plan for the summer.** As a team, gather ideas for age-appropriate activities, games, skits, and events to ensure a balance of fun and reflection for campers and staff.
- **Inventory and set-up.** Take inventory of program supplies, including game materials, audio-visual equipment, costumes, props, sets, and other items. Have these items serviced or replaced if needed and set up equipment for use.

During summer

- **Run the program.** Bring energy, organization, and leadership to daily programs, including full-group games, options, themes, sells, characters, and videos.
- **Drive the schedule.** Execute planned activities in a way that supports the mission of Akita. Lead current activities and plan for upcoming programs.
- **Safety.** Uphold safety as the primary goal for campers and staff members. Demand safety during all activities, even if it means denying someone access or canceling the activity.
- **Leadership of staff.** Provide clear expectations, guidance, and leadership to Counselors and participating staff.
- **Activity set-up & tear-down.** Perform or oversee the preparation of areas and set-up of equipment before activities. Close down areas and put away equipment afterward. Ensure all equipment is accounted for.
- **Errands.** Drive to town to purchase supplies and equipment and pick-up items for other staff members as needed.



JOB DESCRIPTION | **Program Team**

RESPONSIBILITIES OF ALL LEADERSHIP TEAM MEMBERS

- **Participation.** Attend all full-camp activities and participate actively, modeling enthusiasm and love for the full-camp community.
- **Leadership Team Meetings.** Attend daily team meetings and share information that's important for the full group.
- **Counselor.** When needed, step in to serve as a Counselor in a cabin with enthusiasm and compassion.
- **Driver.** May be required to hold a valid driver's license, complete a vehicle operation observation administered by the Camp Director, and drive a camp-owned vehicle to transport staff and campers.

RESPONSIBILITIES OF ALL STAFF MEMBERS

- **Behavior.** Act as a leader to the campers by modeling good behavior and leadership skills.
- **Be a teammate.** Be helpful to other staff members and act in ways that support the full-camp community.
- **Cabin care.** Maintain a clean and respectful living situation in your cabin.
- **Health & rest.** Keep track of your personal health, get enough sleep, and ask for help when you need it.

PHYSICAL REQUIREMENTS

To physically perform this job, staff must be able to:

- Regularly spend long periods of time sitting on seats and on the ground, both indoors and outdoors.
- Regularly move from sitting to standing positions effortlessly.
- Regularly spend long periods of time standing and walking.
- Regularly walk and hike on uneven surfaces, up and down stairs, and up and down steep inclines.
- Regularly spend long periods of time outdoors in weather conditions including heat, sun, and rain.
- Regularly sleep in a shared open-air cabin.
- Regularly eat while sitting at a shared table or on the ground.
- Regularly use hands and fingers to handle, control, manipulate, carry, or feel objects.
- Regularly see details of objects that are less than a few feet away.
- Regularly read, write, interpret, and respond to words printed in English.
- Regularly speak, listen, interpret, and respond to words spoken in English.
- May occasionally ride in a vehicle, including a school bus, for up to 90 minutes at a time.
- Occasionally lift 25 pounds.