



THE WARWICK CONFERENCE CENTER AND CAMP WARWICK
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Day Camp Assistant

Camp Warwick at the Warwick Conference Center
Warwick, NY

Camp Warwick is a Christian summer camp of the Reformed Church in America (RCA). Our mission is to remind children that they are created and loved by God who walks with us daily.

Position Purpose:

To further the mission of Camp Warwick by assisting the Day Camp Director through the development and management of daily and weekly programming while also supporting staff and campers.

Seasonal Position:

Mid-June to Mid-August

Responsible to:

Day Camp Director
Minister of Camps, Rev. Linnea Berry

Position Summary:

The Assistant Day Camp Director will work alongside the Day Camp Director to ensure the day-to-day running of the Day Camp. This position is intended to support the Day Camp Director in various ways including pre-camp planning, assisting in preparations for each week and day as necessary, helping cover counselor breaks throughout the day, and supporting staff and counselors as needed. Preference will be given to those who have previously worked at Camp Warwick for at least 1 year.

Qualifications:

- Has a heart for and desire to uplift children and remind them of their identity in Christ as beloved.
- Has worked at a camp for 1+ years.
- Has worked with children in a formal and/or informal setting.
- Is detail-oriented.
- Can interact comfortably with children, youth, and adults.

- Has skills in managing a team and has held a leadership position before.
- Is comfortable being in a leadership support position.
- Can think flexibly, cooperatively, and creatively.
- Can be active and navigate wooded and uneven terrain.

Essential Job Functions:

- Pre-Camp
 - Apply and complete the interview process and procedures:
 - Online application.
 - Provide contact information for 3 references to be contacted by the Minister of Camps.
 - Participate in an introductory phone interview and a formal interview.
 - Participate in a background check that includes state and federal cases as well as the National Sex Offender Registry.
 - Submit all pertinent medical paperwork, including a copy of your immunization records.
 - Accept and sign a formal contract.
 - with Director
 - Determine weekly themes.
 - Solidify the daily schedule for each group (3).
 - Reference inventory lists and create a “needs list” for summer.
 - Consider outside enrichment activities, connect with local businesses and organizations, and plan visits.
 - Brainstorm activities, games, gap games, and more.
 - Prepare for counselor orientation and pre-camp planning with staff.
 - Attend and participate in Counselor Orientation.
- During camp
 - Assists with camper sign-in and out each day.
 - Ensure that all campers have a transportation form and that only authorized people are signing campers out.
 - Be available to help counselors in the following ways:
 - Camper behavior
 - Bullying
 - Emergencies
 - Missing supplies
 - Communicate with the Minister of Camps, waterfront director/lifeguards on duty, and Camp Sunrise Director when necessary.
 - Assist in the following if the Day Camp Director is unable to:
 - Assist in maintaining the Day Camp log book. Daily entries should include
 - Injuries.
 - Incidents of bullying (physical, mental, emotional), harassment, fights, and anything else that prevents a camper from being safe.

- Emergencies.
 - Informing the Director of Maintenance of any needs.
 - Informing counselors of and keeping track of all allergies to ensure that no incidents occur during snacks or meals.
- Help cover counselor breaks throughout each day.
- If a counselor calls in sick, be willing to step into that position to ensure proper coverage.
- Communicating with parents/guardians when necessary.
- Constantly communicating with the Day Camp Director about needs, incidents, etc. throughout each day and week.
- Help to lead the end-of-the-day meeting each day.
- Post-camp/ End of season
 - Help take inventory of all supplies, games, recreation equipment, etc.
 - Pack all supplies and equipment into boxes for off-season storage.
 - Empty, clean, and unplug the refrigerator
 - Collect and return all paperwork to the Minister of Camps.
 - Complete an exit interview with the Minister of Camps

Compensation:

\$750 per week for 10 weeks.

We will have 9 weeks of camp and 1 week of orientation.

This is a seasonal, exempt position.