



Job Description	
MWMW Position Title (type in CAPS): Children Summer Day Camp Program Assistant	
Staff Group:	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
Immediate Supervisor: Director of Children/Youth	
Immediate Subordinates: no staff; some volunteers	
Full-time (30+ hrs/wk): Part-time (up to 29 hrs/wk): Work-Study:	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: on-going
	Date Last Revised: April 2022
Hours Per week: 16 hours a week, plus potential additional hours for driver for camp and field trips and helping with various administrative tasks.	
General Summary	
Critical Functions and Responsibilities	
1. Help set up and implement the summer day camp activities	
2. Ability to drive a 15 passenger van (Must over 21 years old)	
3. Build positive relationship with the children	
Additional Functions and Responsibilities	
1.	
2.	
Requirements/Preferences	
Minimum skills and knowledge required:	Skills and knowledge preferred:
1. Driving experience consistent with requirements of MWMW Vehicle policies.	1.
2. Mature attitude and good communication skills	2.
Minimum previous experience required:	Previous experience preferred:
Previous experience working or volunteering with children in church, after school or camp setting	

The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time.

Minimum education required: High school degree	Education preferred:
Minimum communication skills required: 1. Active listening skills with children 2. Communicate clearly and effectively with staff and students	Communication skills preferred: 1. 2.
Special training, certification or licensing required: 1. 2.	
Behavioral, emotional, mental requirements: 1. Mature attitude 2. Ability to be flexible 3. Good problem solving skills	
Other Requirements: 1. Physically able to lift up to 25 lbs. 2. Eligible to drive MWMW vehicles (21 yrs of age; no more than one moving violation in past three years). 3. Clear background check. Other preferences: 1. Mature Christian preferred.	

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