



MISSION WACO | WORLD

Job Description	
MWMW Position Title (type in CAPS): CHILDREN'S 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 Youth and Children	
Immediate Subordinates: 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: March 2023
	Date Last Revised: April 2025
Hours Per week: 25 hrs/wk	
Need availability Monday-Thursday from 8:30am-1:00pm. Schedule for additional hours are flexible for administration tasks such as planning and preparing for program activities. There may be some additional hours for transportation to and from Camp of the Hills, Marble Fall, TX: those hours, if required, will be assigned upon hiring.	
General Summary: This program provides summer day camp experience for children.	
Critical Functions and Responsibilities	
1. Helps lead and implement day camp programming.	
2. Provide quality and creative enrichment and recreational activities that are enjoyable for our campers.	
3. Supervise campers and ensure their safety and general well-being while enforcing all policies and procedures.	
4. Build positive relationships with our children and their families.	
Additional Functions and Responsibilities	
1. Ensure cleanliness of the building.	
2. Must be 21 years of age with a good driving record. Comfortable driving 15 passenger vans.	
3. Other duties as assigned by the supervisor.	
4. Participate in Giant Worldwide leadership/communication development curriculum as offered by MWMW.	
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*The functions and responsibilities contained in this Position Description are not all inclusive.
Other duties and requirements may be assigned at any time.*

Requirements/Preferences	
Minimum skills and knowledge required: 1. Over 21 years old and driver's license 2. Ability to implement developmentally appropriate and engaging programming.	Skills and knowledge preferred: 1.
Minimum previous experience required: Previous experience working with children in an after school, camp or school environment.	Previous experience preferred:
Minimum education required: High school diploma	Education preferred: Working on a bachelor's degree
Minimum communication skills required: 1. Communicate clearly and effectively with staff, students and other volunteers. 2. Ability to mediate conflict among children and their peers.	Communication skills preferred: 1. 2.
Special training, certification or licensing required: 1. 2.	Special training, certification or licensing preferred: 1. Food Handler's Certificate is helpful for all children's staff to obtain. If required, will be made available through employer. 2. First Aid
Behavioral, emotional, mental requirements: 1. Mature attitude 2. Ability to be flexible 3. Good problem solving skills 4. Organized 5. Patient	
Other requirements: 1. Mature Christian faith preferred. 2. Physically able to lift up to 25 lbs (in general, for moving supplies, etc) and up to 50 lbs (if assisting with loading luggage, etc for camp). 3. Physically able to tolerate weather-related heat due to many of the activities being outdoors and/or in high humidity.	

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