



887 Jumonville Rd., Hopwood, PA 15445  
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## **Program Assistant**

*revised 9/12/2019*

### **TITLE:**

The title shall be PROGRAM ASSISTANT.

### **QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Must be at least 18 years old. Must have up to date background clearances as required by the State of Pennsylvania.

**CONVICTIONS:** Must have Christian convictions in keeping with the doctrines and policies of the Christian faith and the United Methodist Church.

### **SCOPE AND IMPACT OF DUTIES:**

Because of the nature of this position, maturity is extremely important. This person would work as an assistant to the Program Coordinator. This person must enjoy a variety of work experiences. Organization and punctuality are key for this role. The position also requires a great deal of flexibility. This person must be able to communicate clearly with the individuals that they are interacting with.

This position is a liaison between program implementation and site management and, as such, requires knowledge of the rules, regulations, and the practices of Jumonville. A conscientious concerned effort is required in providing the services, equipment, and materials necessary for the efficient conduct of the program. Since this person relates to deans, counselors, campers, and site staff, the attitudes, and the interaction must be consistent with the principles of Christian love and the concern for persons. Patience, concern, compassion, fairness, and love are prerequisites.

### **PRINCIPLES OF EMPLOYMENT:**

Jumonville's Summer Staff Personnel Policies shall pertain to this position.

### **LINE OF AUTHORITY:**

This position works under the supervision of the Program Coordinator

### **SPECIFIC DUTIES:**

1. Organizing and helping to assist in completing the summer schedules for each week.
2. Checking with deans at meal times in coordination with other staff, to see that needs are being met
3. Coordinating the set up for Sunday and Wednesday registrations
4. Data input for camper followups and Adventure logs
5. Assist in other duties as may be specified by the Program Coordinator.