

RESIDENT ASSISTANT - JOB DESCRIPTION

RESPONSIBLE TO: PROGRAM DIRECTOR

RESPONSIBILITIES:

1. Will act as an assistant to the Program Director.
2. Lead in activity areas as needed in accordance with areas of training or experience. Help in kitchen when needed.
3. Make sure all are in by curfew and lights are out on time.
4. Make out duty charts to see that shared rooms are cleaned weekly (such as kitchens, lounges, etc.).
5. Help enforce the policies and procedures of the camp, referring discipline situations to the Program Director for necessary disciplinary actions.
6. Be available to counsel with summer staff members. You are to be a leader and role model to the other staff, as well as someone to whom they can trust and talk.
7. Refer situations which you cannot handle to the Program Director.
8. Attend all staff meetings and be willing to help with devotions, etc. when called upon.
9. Work with the Program Director in planning and doing staff events, trips, and activities.
10. Help with Monday Night Bible Studies.
11. Help with night security as needed.
12. Be alert for anything which might threaten the safety of campers and/or staff.
13. Be alert to any special problems or strange behavior of staff, counselors, campers, or visitors. Report these immediately to the Program Director.
14. Help keep the morale and attitude level as high as possible.
15. In the absence of the Program Director, you will take charge and responsibility of the summer staff handling staff meeting and devotions, making sure the daily duty roster is posted and everyone is doing their jobs, and helping Rental Group when possible.