



JOB DESCRIPTION

Position Title:	Juniors Team Assistant
Position Reports to:	Juniors Coordinator
Department:	KidsGames
Schedule (may vary):	Starting Mid-may Hours will vary before Kidsgames for training. 30 hours a week during the weeks of Kidsgames. Must be able to work all 4 weeks of KidsGames June 17th - July 12 2024.
Rate/Salary:	Seasonal Non Exempt \$16

General Description

Work In partnership with the Juniors Coordinator to oversee Small Group Guides, assist the campers and teams during the 4 weeks of Kids Games as well as work within the vision of KidsGames and North Coast Calvary Chapel.

Specific Duties and Responsibilities:

- Communicate closely with Juniors Coordinator
- Help Recruitment prior and during KidsGames.
- Attend all training sessions required.
- Assist in Set Up and Tear Down of Zones before and after each day of camp.
- Gather daily resources for Teams.
- Inventory all supplies used during the week.
- Respond to questions from parents, leaders, campers and youth in a professional and kind manner.
- Be in prayer over the campers, program, and team members.
- Regular and reliable workplace attendance to your assigned department.
- Other duties as assigned by the Junior Coordinator. Depending on camp needs your job may include other tasks outside of your assigned area.

Knowledge/Skills Required for the Job

- Strong computer skills. Knowledge of the following applications Google, Word, Excel
- Fostering teamwork & unity
- Good written and verbal communication skills
- Organizational astuteness
- Ownership and accountability for all responsibilities
- Ability to handle difficult situations well and handle stress with a calm and effective demeanor.
- Strength in working under pressure and with deadlines.
- Works well with others and committees to accomplish goals.
- Ability to interface with all staff.

Minimum Requirements

- Ability to work well with others in a team environment.
- Ability to hold discrete information confidential.

Physical Requirements

- Walking (frequently)
- Able to be on your feet for long periods of time.
- Typing – computer keyboard
- Telephone – receive and dial calls.
- Lifting (up to 20 pounds)