

Program Assistant

Timeline: Full Summer: Staff Training June 11-16, Full Summer: June 17 - Aug. 2

Classification: Programmatic Staff - Non-Exempt - Seasonal

Position purpose: The Program Assistant fulfills and assists with a wide variety of tasks to help support the camp community in running smoothly.

Essential Job Functions:

- Program Assistants will be assigned to a specific area of camp -
 - Programming (Specialty Tracks and Elective), Office/Logistics, Outdoor Tripping, or Gan (Pre-Camper Age)
 - In these areas, program assistant provides:
 - Behind the scenes support
 - Space set-up and take-down
 - Technology (Projector, Screens, Speakers)
 - Equipment sorting, maintenance, packing and distribution
 - Camper support and program leading as needed/appropriate
- Rotate through general staff responsibilities
 - Setting up the Dining Hall for Meals
 - Distributing and Packing Snack
 - Mail sorting and distribution
 - Lost and Found Sorting and return
 - Dorm organization and cleanliness
 - Serving as Shmira (night watch in the dorm)
 - Travel Assignments on Arrival/Departure Days
- Serve as role model and supervisor to all campers
 - Attend all prayer services and Jewish programming - Daily and Shabbat
- Serve as camper support
 - supervision on out of camp trips
 - overseeing a table during a meal
 - leading a group during group activity
 - helping during a day off or *yom meyuchad* (special day at camp)

Other Job Duties:

- Assist with setup/take down of camp. Including sorting and cleaning of inventory, packing boxes, carrying items and assisting with storage process.
- Camp is an ever changing environment and as such, duties and roles may change throughout the term of employment. Staff are asked to perform other duties as assigned by camp leadership in an enthusiastic and collaborative manner.

Relationships: Program assistants will work closely with both programmatic and operations staff. Additionally, they will have opportunities to get to know campers and facilitate programming. Program Assistants will report directly to their program area supervisor. All staff report to the Camp Director and Assistant Director. At Ramah Galim, all staff are positive Role Models to our campers and must maintain an appropriate level of interaction and discretion while building relationships with campers.

Equipment Used: Computers (Office, GoogleDoc), Carts, Camping Equipment (Tents, Cooking Equipment), Washing Machines, Sports Equipment, Dishes and Cutlery, Art Supplies, Copy Machine, Bikes, Ocean Equipment (Kayaks, PFDs, Boogie/Surf Boards)

Qualifications: Program Assistants must have spent at least one prior summer as a camper at Ramah Galim. Must demonstrate ability to be a team player, a good communicator, a sense of responsible and maturity. Program Assistants are open to learning new skills and growth.

Physical Aspects of the position: Ability to work long hours, including standing and/or sitting. Ability to work independently to complete tasks including during non-traditional hours. Program Assistants must live on site and will be housed in shared rooms with communal bathrooms.