

TOWER HILL CAMP AND RETREAT CENTER

Program Assistant

JOB DESCRIPTION

The ideal candidate for our Program Assistant is one who is interested in careers in Ecology, Education, Outdoor Recreation or Ministry. They will have a love of creation, a desire to explore humanity's place within (not apart from) nature, and a heart for play. This person will work with summer youth camps and adult/intergenerational groups on site. They will have the opportunity to acquire new skills in areas of programing, aquatics, facilitation, and day to day operations of Tower Hill Camp and Retreat Center.

PRIMARY RESPONSIBILITIES

1. Facilitating Low Initiative/Team Building Courses
2. Lifeguarding Beach Front aquatic program or being an aquatic observer
3. Instructing and assisting in Archery
4. Leading guided hikes in the woods
5. Overseeing large and small group recreation time
6. Promoting and Supporting Summer Camper Goals and Outcomes
7. Upholding the mission, policies, and standards as set by the Outdoor Ministry Committee and applicable State of Michigan and American Camp Association regulations
8. Other duties as assigned by Director of Tower Hill Camp and Retreat Center.

PROGRAMATIC RESPONSIBILITIES

1. Assisting with trail maintenance, including updating Trail Activity boxes
2. Leading activities to engage campers with creation
3. Adapting new program ideas, creating new & innovative ways to enhance our Summer Camp Weeks

HOUSEKEEPING RESPONSIBILITIES

- Assist in cleaning and preparing Retreat, Youth Facilities
- Assist other members of the camp staff in fulfilling needed tasks

DINNING HALL RESPONSIBILITIES

- Ability to interact with the guests in a positive and friendly manor
- Delivering evening snacks & assisting with campfires upon group request
- May assist in maintaining food service areas and dining hall in a clean and orderly condition
- Follow all standards and regulations established by the Michigan Department of Public Health plus those deemed necessary by the camp management

DIRECTLY RESPONSIBLE TO

- Tower Hill Director

COMPENSATION/BENEFITS/EMPLOYMENT CATEGORY

- Hourly \$15/hour plus housing, and meals while camp is in session
- Training in CPR, First Aid, Camp Health Care Officer, "Safe Church" procedures, ServSafe Food handler, Archery and Low initiatives & Tower Hill Summer camp policies and procedures.
- Non-Exempt Status Employee

CAMPER/STAFF RIGHTS AND DIGNITY

Tower Hill Camp and Retreat Center is owned and operated by the Illinois Conference of the United Church of Christ, an Equal Opportunity and Affirmative Action Employer. Revised March 9, 2023 tmh

Tower Hill Camp and Retreat Center is an Outdoor Ministry Site of the Illinois Conference of the United Church of Christ. As such, we believe that all people are created in the image of God and are to be treated as whole and worthy.

Our staff and volunteers will treat each person they encounter with respect.

We specifically affirm our LGBTQI+ and BIPOC (black, indigenous, people of color) siblings and welcome them as campers and staff.

We specifically acknowledge the ways that we have inherited a society where people of color have been systematically disadvantaged, and we will work to become anti-racists.

Goals and Outcomes for the Summer Camping Season

Goal #1 -- The camper will grow in understanding/appreciation for God's work in the outdoors.

1. Discover God's presence in the Outdoor Ministry setting
90% of the campers will use natural (found) materials to create a reminder of their time at Tower Hill. (terrarium, piece of jewelry, sculpture, etc.)
2. Develop a sense of responsibility for stewardship of the natural world
90% of the campers will hike in our woods, led by a local guide, to learn about the plants and animals who make this their home.
3. Introduced to the formation and impact of the local Dunes
90% of the campers will have an opportunity to climb to the top of Tower Hill Dune, the tallest dune in our area.
60% of the campers will be able to explain how dunes are created and why the backside of the dune is a wooded ravine.

Goal #2 -- The camper will continue to explore their faith

1. Engage in the spiritual practice of Gratitude
All campers will have opportunities to create, present or participate in Grace Before meals or gathering times.
2. Participate in corporate worship
80% of the campers will have a role in leading some aspect of a morning or evening worship. (reading a prayer, creating a skit, serving communion, etc.)
3. Share their experiences of being in the presence of God
80% of the campers will answer the question (written or video) "how did you hear God speak to you during your time at camp?"

Goal #3 -- The camper will expand positive relationships with other Participants

1. Develop relationships with campers from other churches.
This will be facilitated by opportunities interact with different campers in Cabin Groups, activity centers and at meals.
2. Develop positive intergenerational relationship skills
Campers will have opportunities to interact with youth in grades k-12, with young adults (18-25), and with seasoned adults.
3. Develop additional leadership and community skills
Campers will be challenged to take on age-appropriate responsibilities to help the whole camp community (clearing their table at meals, picking up trash, helping a younger camper with an art project, helping to make others feel welcome, etc.)