



# CAMP ALEXANDER MACK

A Camp, Conference, & Retreat Center

PO Box 158

Milford, Indiana 46542

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**Employer:** Camp Alexander Mack

**Position Title:** Summer Program Assistant

**Contact:** Jessie Kreider, Program Director, [jessk@campmack.org](mailto:jessk@campmack.org)

**Camp Mack Mission Statement:** Camp Alexander Mack provides a sanctuary where people connect with God, experience creation, and build Christian community!

**Position Description:** The Summer Program Assistant will assist the program director in providing safe and effective program experiences for all campers and guests throughout the summer. The PA will also take the lead in administration, preparation and operation of a lake-centered waterfront program for a summer camp serving up to 300 people per week.

**Qualifications:** Lifeguard Certification, Waterfront Lifeguard and LGI preferred, previous lifeguarding experience, and a desire to participate in a full Christian camp program.

## Responsibilities

1. Assist in scheduling lifeguards for waterfront times.
2. Provide supervision and in-service training for waterfront personnel.
3. Plan and implement Water Carnivals.
4. Take in weekly lake samples.
5. Develop skills in operation of a rescue boat.
6. Develop skills for sailing and instruction of sailing.
7. Instruct participants in rowing, canoeing, and kayaking.
8. Oversee maintenance of all waterfront equipment including boats and lifejackets.
9. Develop workout schedules for lifeguards.
10. Work individually with lifeguards in areas that need more training.
11. Assist Program Director and work in other areas as needed. Other areas as needed may include but are not limited to facility, kitchen and other program such as low ropes, high ropes, climbing tower, recreation, nature, campfires, and night hikes.

## Season Dates

The Summer Program Assistant is employed from May 10- August 7. Lifeguard Training begins May 17. Work week is Sunday-Saturday and will average 55 hours a week with a day off per week.

**Expectations**

1. To function as a summer staff placement.
2. Meet regularly with supervisor to discuss areas of responsibility.

**Application Materials:** Applicants should submit a cover letter indicating interest in the Summer Program Assistant position, how they see themselves as a part of the team, and any applicable experience related to Lifeguarding. The applicant should also submit a resume.

Please submit cover letter, resume and summer staff employment application to:

Camp Alexander Mack

PO Box 158

Milford, IN 46542

or email to [jessk@campmack.org](mailto:jessk@campmack.org)