



Summer Activities Assistant

TEAM: HOSPITALITY

REPORTS TO: ZEPHYR POINT SUMMER RESOURCE COORDINATOR

Position Description:

The Summer Activities Assistant is responsible for working alongside the Zephyr Point Activities Coordinator to facilitate all activities offerings for Zephyr Point program, conference, and cabin guests. The Activities Assistant will have daily responsibilities assisting with activities rotations for all camps, facilitating waterfront and recreational equipment rentals, and providing guided activities for Zephyr Point guests. The Activities Assistant should have a passion for outdoor recreation, and be able to maintain a high energy, positive attitude with guests and campers of all ages and stages.

Job Duties:

Responsibilities

- Work alongside the Activities Coordinator to facilitate all on-site activities for a variety of program, conference and cabin guests, including but not limited to equipment rentals (sports equipment, hammocks, waterfront rentals, etc.), guided tours (hiking or kayaking), group lessons (archery), and social games (bingo, bunco, and trivia)
- Facilitate a 45-minute daily archery activity rotation with Day Campers (ages 6-13)
- Serve as a backup Lifeguard, as needed
- Coordinate occasional weekend activities for members of the Summer Staff
- Maintain a flexible schedule while balancing a variety of activities offerings
- Effectively build rapport with campers, counselors, and Zephyr Point staff
- Role-model inclusive behavior and facilitate a positive group culture
- Maintain high energy, positive attitude, and focus on campers' and counselors' safety and enjoyment of program
- Aid with daily check-in/check-out & transportation for Day Camp program (when assigned)
- Participation in intentional community as a member of the Zephyr Point Summer Staff

Other Duties as Assigned

All personnel may be required to perform duties outside of their normal responsibilities as needed.

Qualifications:

Required Qualifications

- A minimum of one year out of High School by June 2022
- Proof of COVID-19 vaccination
- Ability to pass a criminal background check
- A passion for recreation and excellent guest service skills
- Experience as a guide or teacher for an outdoor recreational activity
- Certification as a Level 1 Archery Instructor (certification reimbursement available)
- Proficient soft-skills necessary to support youth and children's mental health and emotional challenges

- Strong decision-making skills, ability to work without direct supervision and adaptable to changing, dynamic environments
- Ability to manage a classroom-like environment with lots of energy
- Professionalism in attitude and appearance
- Ability to manage self-care and energy throughout a busy and intense summer season

Required Certifications – Must be obtained by the first day of camp

Certifications must be valid through employment end date.

- Archery Level 1 Instructor Certification
- CPR/First Aid certification
- Lifeguard Certification
- Youth Mental Health First Aid certification (Provided during staff training week, if needed)

Preferred Qualifications

- College degree or coursework in elementary education or other related fields
- Proficiency in Spanish
- Previous experience working in a camp setting
- Experience facilitating group activities

Required Physical Demands

- Ability to walk and stand on feet nearly 8 hours a day.
- Ability to walk up and down a minimum of 20 flights of stairs a day with campers.
- Ability to withstand long days in the sun and heat as well as cold windy days.
- Ability to carry up to 50lbs

Work Schedule:

The Activities Assistant position begins June 9th, 2023 and terminates on August 13, 2023. The Activities Assistant is expected to maintain a flexible and changing schedule throughout the summer that is dependent on the activities each week. The Activities Assistant will work with Zephyr Point year-round staff on a regular basis to develop a manageable schedule given the program offerings scheduled for the week ahead. Most job responsibilities will take place Monday-Friday 8:00 am – 4:00 pm, with occasional evening and weekend activities.

Compensation and Benefits:

- Compensation: \$3,500 for the summer
- Housing in Lakeview Lodge (June 8th – August 14th)
- Meals provided Monday-Friday through term of employment
- Travel stipends and certification reimbursements available

To apply, please complete online or download and submit the application found at <https://www.zephyrpoint.org/join-our-team/deadline-application/>. For questions regarding the position please contact kwasko@zephyrpoint.org.