



Adult Programs Assistant

TEAM: HOSPITALITY

REPORTS TO: ZEPHYR POINT SUMMER RESOURCE COORDINATOR

Position Description:

The Adult Programs Assistant is responsible for working alongside the Zephyr Point Director of Programs to plan, execute, and support summer adult program offerings. The Adult Programs Assistant will be the primary person responsible for overseeing all administrative tasks in advance of a program and will be the primary support person on-the-ground while a program is in session. The Adult Program Assistant position is best suited for an individual with strong administrative and interpersonal skills who is excited to work with Zephyr Point guests with diverse interests and abilities.

Job Duties:

Responsibilities

- Work alongside the Director of Programs to plan, execute, and provide support for all adult programs
- Serve as administrative point person for registration process, fielding participant questions, taking payment, making room assignments, printing conference materials, etc.
- Provide support for adult programs in sessions by answering participant questions, providing support to event faculty, and helping to the program to stay on schedule
- 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
- Strong administrative skills with the ability manage many tasks at a time while maintaining close attention to detail
- Excellent oral and written communication skills and the ability to respond professionally over phone and by email
- Comfortability with making public announcements to large groups
- Passion for supporting successful recreational and educational events for adults from a wide variety of ages, interests, and backgrounds

- Strong decision-making skills, ability to work without direct supervision and adaptable to changing, dynamic environments
- 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.

- CPR/First Aid certification (Provided during staff training week, if needed)
- Youth Mental Health First Aid certification (free online training available)

Preferred Qualifications

- College degree or coursework in elementary education or other related fields
- Proficiency in Spanish
- Past experience with program or event planning
- 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 Adult Programs Assistant position begins June 5th, 2023 and terminates on August 13, 2023. The Adult Programs Assistant is expected to maintain a flexible and changing schedule throughout the summer that is dependent on the programs scheduled for each week. The Adult Programs 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 8:00am – 4:00 pm, with occasional evening and weekend activities.

Compensation and Benefits:

- Compensation: \$3,500 for the summer
- Housing in Lakeview Lodge (June 4th – 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.