



Impact 2818
P.O. Box 16
North Webster, IN 46555
Apply online @ www.impact2818.com

Assistant Program Manager

Purpose of this Position: To serve as second in command, assuming Program Manager duties in his/her absence.

Essential Functions & Responsibilities: To supervise & assist summer staff; Schedule summer staff duties; Ensure staff and facilities are prepared for activities; Lead daily staff meetings; Assist Program Manager in preparing for each camp; Assist Program Manager in planning & leading summer staff training.

Other Duties: Assist in Camper Check-In & Closing Celebration; Grounds Maintenance; Housekeeping; Dishwashing; Perform related duties as assigned.

Supervisory Responsibilities: Supervise summer program staff. This position may have volunteers working with them.

Knowledge & Skills: Understanding of the developmental stages of students; Experience supervising others; Excellent organizational and public relation skills; Ability to use Microsoft Word & Excel.

Fiscal Responsibility: This position may require purchasing or ordering supplies. All purchases made on behalf of the camp must follow appropriate steps set forth by Impact 2818.

Extent of Public Contact: Extensive contact with campers, volunteers and parents.

Working Conditions and Physical Demands: At any given time may need to run, sit, squat, bend or twist to perform duties; Perform simple and power grasping, pushing, pulling and fine manipulation; Lift or carry weight of 50 lbs or less; Walk for extended periods of time.

Wage & Benefits: Full lodging and meals; Pay Range Starting at \$285