

# Catholic Youth Camp

Position Title: Assistant Program Director

Reports to: Program Director

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## Catholic Youth Camp Mission and Values

Father Jack Sweeney pioneered Catholic Youth Camp in 1947 with a heart to build into children a healthy love and respect for Catholic values, the great outdoors and the virtues of Courage, Community, Charity, Cooperation and Christ. CYC exists today as a quality Catholic camp experience so kids can unplug, connect with God, and make friends in an inclusive atmosphere of friendship, community and prayer.

## Assistant Program Director Position Overview

Assistant Program Director reports to the Program Director. This position is seasonal, with a weekly wage of \$18/hr for no more than 40 hrs/week. Program Directors are the jack-of-all-trades staff with a heart for ensuring children are offered ample opportunity to engage with their Catholic faith, while also having a clear pulse on how to support the cabin counselor staff well. All responsibilities and duties are undertaken alongside the other Assistant Program Directors and the Program Director, with delegation and clear communication a key aspect of the role. This position is fully on site at CYC.

## Responsibilities and Duties

- Support cabin counselors, completing “walking management” daily check ins
- Schedule longer, 30 minute check ins with each cabin counselor mid way through the week
- Be amiable and build camaraderie amidst all campers, cabin counselors, support staff, parents, Priests, nurses and any one else present at CYC throughout the week
- Ensure smooth oversight of all programs which include, but isn't limited to, leading large group activities, ministry and prayer times, and cabin or individual activities as needed
- Promote fun at all times while also promoting and maintaining safety
- Expected to be conscious of and protect the health, safety and wellbeing of all campers in any and all areas of program of camp
- Leads and contributes to pre-camp training sessions (as relevant) and regularly scheduled staff meetings and staff prayer times once camp is in session.
- Be a primary point of contact for all visiting Priests
- Ensure cabin counselors are getting their daily and weekly breaks
- Prioritize being present and available for camper problems, issues and concerns and cabin counselor support as needed
- Supervise, assist in managing and serve in the camp store
- Create opportunities for the success of each camper and cabin counselor
- Be present for camper arrival on Sunday
- On occasion and as needed, accompany campers on the bus to and/or from camp from the Twin Cities
- Be familiar with, understand and uphold all camp safety policies
- Ensure sufficient photography and media coverage throughout the week at camp, handling social media accounts and regularly posting to ensure families back home are kept informed
- Assist in checking camp email to deliver daily messages to campers
- Assist in daily and weekly clean up of activities as needed
- Other duties as assigned

**Qualifications**

- At least 21 years of age
- Strong Catholic faith and ability to communicate faith appropriately, graciously and patiently to all age levels
- Strong leadership and interpersonal skills
- Previous experience in working with children an asset
- Independent, self starter and self-motivated
- Creative and organized
- Excellent communication and team working skills
- Humble (ability to admit when they're wrong or open to doing things differently than they would usually do things) adaptable and flexible
- Programming, youth development and camp experience desired
- CPR, First Aid Certified, Lifeguard Certification (can be done at camp)

**Wage**

- \$18/hr, no more than 40 hrs/week
- Room and board is included

**Start & End Date**

- Seasonal: Full Time May 19 - August 28, 2025