



Job Title: Program Assistant

Position: Full-Time Seasonal, 40 hours/week

Date Range: June 3, 2024 – August 23, 2024

Location: Shiloh Camp and various locations around Edmonton

Wage: \$15-17 an hour (depending on experience)

Reports to: Director of Programming and Summer Camp Program Coordinator

Duties and Responsibilities:

- Follow all policy and procedures of Shiloh set out in the Program Manual
- Use appropriate administrative tools (Planning Centre) as needed
- June
 - Assist with startup of camp and various tasks needed
 - Support any volunteer groups including some weekends
 - Inventory food supplies in kitchen and Edmonton Office
 - Familiarize self with Edmonton's Food Bank and stock up on items
- July/August
 - Weekly or as needed grocery pick up, including from the Food Bank
 - Work in conjunction with Head Cook to ensure supplies are acquired
 - Monitor disposable dish quantities and pick up more as needed
 - Weekly pick up of bread donation from local donors
 - Relieve Cabin Leaders for breaks during program blocks
 - Ensure clothing closet is in good order and clean up where necessary
 - End of summer ensure proper clean up and prepared for winter season
 - Assist in kitchen as needed – especially during end of week banquet
 - Keep kitchenette space in Ervin's Place clean and stocked
 - Ensure laundry room is clean and note any needed supplies
 - Submit weekly water sample to county of Strathcona
 - Check camp needs clipboard for additional kitchen/facilities needs
 - Assist with any background/additional programming support needed



Requirements/Skills:

- Must agree with the Christian mission of the organization and have a personal relationship with Jesus Christ and regularly attend a church
- Must be able to demonstrate a Christ-like example in relationships, attitudes towards campers, staff, and camp responsibilities and in whole manner of life
- Should be experienced in leading children and youth with an ability to relate to disadvantaged children and youth and those who are presenting behavioral challenges
- Must be able to function in a team culture
- Must be able to take initiative, work independently, problem solve and remain calm when dealing with all types of people
- Ensure good communication is on-going between yourself and Director of Programming
- Must have basic administrative skills
- Must communicate well and in a timely manner
- Must be physically fit and able to lead a wide range of recreational pursuits.
- Current CPR Level C and First Aid certificate considered an asset
- Must submit a clear Police Security Check and an Intervention Record Check before the start of position
- Must have a clear driving record
- Must have class 5 license for at least 3 years and be comfortable driving a van
- Willingness to serve and commitment to the vision and direction of Shiloh
- Must be a minimum age of 19 years old

Organization Description: Shiloh is a year-round Christian organization serving children and youth ages 7-17 living in high-risk and vulnerable situations in Edmonton and area. We work exclusively with those from low-income families, group homes and foster care. We aim to engage our children and youth with life changing experiences and mentorship that leads them to grow in community and relationship with Jesus.