

CAMP WAR EAGLE

LIFE SKILLS ASSISTANT

JOB DESCRIPTION

The Amazing Camp War Eagle Life Skills Assistant is an integral part of camp and is a position designed for one who will be responsible for assisting with the planning, purchasing, project development and supervision of the Camp War Eagle Crafts Program. The Life Skills Assistant will work with the Camp War Crafts Director in implementing this program.

Qualifications & Experience

- Associates degree preferred but not required
- Must be able to cook for large groups, follow recipes and know cooking measurements
- Prior cooking experience required

Responsibilities

Life Skills duties include, but are not limited to the following:

- Responsible to the Crafts Director and the Camp War Eagle Program Director
- Assist with camper recruiting as needed

Pre Camp:

- Clean all area floors and shelves
- Set up each class area
- Help with laminating
- Make a list of supplies needed for Pre-O

Camp

- Help teach cooking rules and recipes
- Help with running both kitchens, setting up and cleaning up
- Sundays – Check roll sheet and allergies, let director know
- Be sure that all supplies are ready and on site for each week
- Help with getting all roll sheets to class areas
- Over see the teaching of all classes
- Help with any projects that may come up

Post Camp

- Clean and put away all banquet supplies
- Clean and store all craft supplies
- Inventory
- Paint theme banners
- Assist in developing and creating new classes and recipes
- Help with special event projects
- Help with school groups
 - Ordering supplies
 - Set up
 - Teaching class

Essential Functions

- Able to lift a 30 pound box
- Able to model Christ-like love to campers and staff
- Able to operate MS based information systems

