

**The Salvation Army – Northern Division  
Northwoods Camp**

**Position Title:** Program Aid  
**Salary Status:** Special Camp Exemption  
**Classification:** Not Rated  
**Reports to:** Program Director & DYS



**The Salvation Army Mission Statement**

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

**Summary of Position**

The program aid will assist the DYS in performing clerical, recreational and staff support throughout the summer camping program. This is a temporary summer time position without benefits and requires that you live at camp in the quarters assigned. The duration of this position is determined by the summer camp programs.

**Qualifications**

1. Committed Christian with a desire to share your experience with others.
2. Totally committed on an emotional, spiritual, and intellectual level to the objectives of the camp and the children in your care.
3. Must be 15 years of age .
4. Desire and ability to work with children outdoors.
5. Ability to perform entry level work and routine program duties by assisting the DYS.
6. Ability to assist in conducting youth development, educational enrichment and recreational activities that support personal, social, cultural and spiritual growth of campers.
7. Ability to assist in teaching an activity.
8. Good character, integrity, and adaptability.
9. Enthusiasm, sense of humor, patience, and self-control.
10. Ability to participate fully in the total camp program.
11. Ability to communicate and work with groups participating (various age and skill levels,) and provide necessary instruction to campers.
12. Ability to observe camper behavior assesses its appropriateness, enforce appropriate safety regulations, and emergency procedures, and apply appropriate behavior-management techniques.
13. Visual and auditory abilities to identify and respond to environmental and other hazards related to the activities.
14. Possess the strength and endurance required to maintain constant supervision of campers.
15. Cognitive and communicative abilities to plan and conduct activities (i.e. clubs, emblem classes, rainy-day activities, etc.) that achieve camper development objectives.
16. Ability to assist campers in emergency (fire, evacuation, illness, or injury).
17. Have completed the Safe from Harm program course or complete the course during orientation.
18. Must have a valid drivers license, a good driving record, and able to meet the MVR drivers qualifications.
19. Must pass the background checks.

### **Description of Position**

1. Assists the Youth Department Staff in conducting and carrying out youth program activities.
2. Distributes and collects equipment or supplies
3. Makes copies of materials needed for camp counselors/camp staff
4. Participates in the morning worship and evening programs
5. Attends staff devotions at camp
6. Gives assistance in the Dining room to the Dining Room Hostess in cleaning up after a meal and setting up for the next meal.
7. Provide assistance in Critters during free time and after the evening meeting.
8. Is available to assist camp and/or volunteer staff in teaching a class.
9. ability to establish and maintain effective working relationships with others.
10. Carrying out other duties as assigned by the DYS.
11. Making sure all program equipment is in working order and available to campers and staff.
12. Willingness to live in a camp setting and work irregular hours.
13. All other duties as assigned by the DYS.

\* **Please note that full participation means that although you may not have an assigned responsibility you are required to attend and participate in the various daily programs of camp, such as evening programs, camper worship, cabin devotions, etc.**

### **Working Conditions**

There are normally no hazardous or significantly unpleasant physical working conditions, with the exception of the occasional emotional distress or turmoil (due to varying situations) with and between staff and/or clients. Some of the work required of this position will be performed outdoors.

### **Blood borne Pathogens Exposure Risk Level**

**Risk Level 1** – The tasks or activities conducted by Risk Level 1 would involve no known expectation of exposure to blood or other potentially infectious materials.

### **Physical Activities and Requirements of Position**

#### **Talking**

- Especially where one must frequently convey detailed or important instructions, information, and ideas accurately, loudly, or quickly.

#### **Hearing**

- Able to hear average or normal conversations and receive ordinary information

#### **Repetitive Motion**

- Movements frequently and regularly required using the entire body.

#### **Visual Abilities**

- Average, ordinary, visual activity necessary to prepare or inspect documents and for driving.

#### **Physical Strength**

- Variety of work; the majority of the time is prolonged standing, walking, with some running, bending, squatting, climbing, kneeling, twisting and lifting.
- Able to regularly lift/move 30 pounds and 50 pounds occasionally.

### **Mental Activities and Requirements of Position**

#### **Reasoning Ability**

- Ability to deal with a variety of variables under only limited standardization.
- Able to interpret various instructions.

## Mathematics Ability

- Ability to perform basic math skills, addition, subtraction, multiplication, division, fractions and percentages.

## Language Ability

- Ability to speak, read and write fluent English.
  - Ability to read a variety of books, magazines, instruction manuals, atlases, and encyclopedias.
  - Ability to prepare memos, reports, and essays using proper punctuation, spelling and grammar.
  - Ability to communicate distinctly with appropriate pauses and emphasis; correct punctuation and variation in word order; using past, present, and future tenses.
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### Guidelines for Adults Working with Children or Youth

*Note: We live in an age where child abuse is a reality in our society. The Salvation Army must deal with this issue as a “good shepherd” by taking steps to protect the children in our care. The Northern Division has implemented a policy that will safeguard our children while promoting a positive, nurturing environment for ministry to them. The guidelines below are to be strictly followed by anyone working with youth in the Northern Division. We pray for God’s blessing for our children, workers, and ministry.*

### Guidelines

**Two Adult Guideline:** When ever feasible, a youth will not be in the primary care of only one adult. Teams of adults (preferably male and female) will supervise activities. This guideline has three purposes: it provides for more than one adult to help ensure appropriate levels of supervision, it protects adults from unfounded allegations, and it lessens the possibility of an adult becoming a “guru” who thrives on the dependency of youth as well as an adult having undue influence over an individual youth.

**Guidelines for Touching:** We live in an age where child abuse is a reality in our society. The Salvation Army should deal with this issue as a “good shepherd” by taking steps to protect the children in our care. The Northern Division has implemented guidelines for touching that will safeguard our children while promoting a positive, nurturing environment for ministry to them. The guidelines below are to be carefully followed by anyone working with children and youth.

1. Hugs, kisses and other forms of **appropriate** physical affection between workers and children are important for a child’s development and are generally suitable in our unit.
2. Physical affection should be appropriate to the age of the child or youth. (For example, it is generally appropriate for a four-year-old to sit in a nursery worker’s lap and give a kiss on the cheek, but it is not appropriate for a teenager and youth leader to behave this way.)
3. The child or youth should initiate touching. It should be a response to the child’s need for comforting, encouragement, or affection. It should not be based upon the adult’s emotional need.
4. Touching and affection should only be given when in the presence of other children’s ministry or youth workers. It is much less likely that touches will be inappropriate or misconstrued as such when two adult workers are present, and the touching is open to observation. This rule is especially important when diapering a baby or helping a young child change clothes or use the restroom.
5. Touching behavior should not give even the appearance of wrongdoing. As Salvation Army representatives, our behavior must foster trust at all times; it should be above reproach.
6. A child’s preference not to be touched should be respected. Do not force affection upon a reluctant child.
7. Workers are responsible to protect children under their supervision from inappropriate touching by others.
8. Workers must promptly discuss inappropriate touching or other questionable behaviors by other workers with their supervisor or Youth Secretary or designee.

**Overnight Activities:** At least two adults will supervise overnight activities. If the participants are male and female, then male and female chaperons must be present. If these conditions cannot be met, then the event should be postponed. It is never appropriate for an adult chaperon who is not a family member to share a bed with a youth. Males and females attending events must not share the same sleeping quarters and should have separate access to bathroom facilities. Experienced adult workers should be included with adults who are newcomers to youth ministry.

**Individual Counseling:** Team counseling is preferable whenever possible. When team-counseling sessions are not feasible, notify another adult of the location and with whom you are meeting. Counseling should be done in a public place where private conversations are possible but occur in full view of others. Guard carefully to avoid seclusion. If possible, have female adults counsel female youths and males counsel males. A male/female team is generally appropriate for counseling either gender.

**Long-Term Counseling:** Workers should not meet with youth more than three times to discuss the same issue. Youth workers are not prepared or supported for long-term counseling or formal therapy. Adult leaders are encouraged to refer youth who they suspect have a serious need for counseling to professionals in the community. Questions about referral must be discussed promptly with the youth program leader or the Youth Secretary or designee.

**Informal Contact (Independent of Salvation Army Activities):** Informal contact refers to phone calls, letters, or face-to-face contact between an adult worker and a youth that is not connected to official Salvation Army activities. The Salvation Army recognizes that informal contact between worker and youth frequently occurs. For example, workers may hire teens as baby sitters for their own children, or workers may see kids during social events with the child's family. This interaction is usually legitimate and beneficial. However, workers should seek permission of parents before having informal contact with their child. The worker should clearly let the parent know the nature of the contact, and that it is not part of an official Salvation Army activity. Parents are responsible for monitoring this informal contact.

**Transportation To and From Meetings:** Transportation to and from meetings is not part of corps activities except in those cases when Salvation Army vehicles and drivers are provided as a component of the activity. Parents are responsible for providing or arranging for this transportation to all activities that do not include planned transportation by the corps/service/program. Parents are discouraged from asking workers to transport children informally. However, if a worker does transport a child at the parent's request, this should be recognized as informal contact (not a part of corps activities), and the guidelines for informal contact should be followed (see paragraph above).

*Note: The practice of workers transporting minors is discouraged because it may lead to problems. However, if your unit chooses to allow this on a limited basis, the authors suggest you ask parents to initial a memo explaining that these rides are not a part of unit activity, and the parent is responsible for supervising such activity.*

**Transportation as a Part of Corps Activities:** Units may provide transportation as an official part of some corps activities. For example, corps may provide transportation to out-of-town events or field trips. When children are transported as a part of unit activities, all relevant guidelines will apply. Following the "two adult guideline" and having all drivers complete a Driver Application Form are especially important.

**Confidentiality: Workers must report to an appropriate leader if a minor discusses harming himself or others, committing a crime, or being abused.** There are limits to confidentiality when working with youth. Questions about such cases or other issues of confidentiality must be discussed promptly with the supervisors or Youth Secretary or designee. Conferring with a supervisor or the Youth Secretary or designee on sensitive issues is **not** considered breaking a confidence.

**Youth Supervising Youth:** Minors may help adults lead youth activities only under the direct leadership of adults. A minor may **not** be used to meet the team leadership or team counseling guidelines discussed above.

**Gifts:** Workers are generally discouraged from giving personal gifts or money to youth. When the giving of *personal gifts* is desired, the worker must first notify parents and his or her supervisor. Gifts can be

easily misinterpreted. Gifts given to groups of young people are appropriate, such as graduation presents or awards for participation. Group gifts do not require notification of parents or supervisors.

**Corporal Punishment:** Corporal punishment (hitting or spanking) and other forms of punishment involving physical pain are not appropriate in Salvation Army activities. This rule holds true even if parents have suggested or given permission for corporal punishment. Workers must consult their supervisors if they need help with misbehaving youth or discipline techniques.

**Open Door Guideline:** All children's and youth events should be open door. This means that workers, parents, and corps members have a right to observe any activity. Minors and parents should be informed that there are *never* secret activities or initiations in any Salvation Army programs.

**High Adventure Activities:** Special precautions must be taken on high adventure activities such as rock climbing, hiking, overnight camps, raft trips, or the like. Both physical safety and safety from abuse are at risk in high adventure situations. A high ratio of adults to youth is recommended. Guides for high adventure activities should be licensed by the sports governing body or government authorities to guide groups whenever possible. High adventure camping often raises unique circumstances involving individual privacy, sleeping arrangements, bathroom facilities, and so on. Adult leaders must be vigilant to avoid suspicious or misinterpreted behavior in these circumstances.

**Dating or Sexual Involvement:** No adult youth worker is to date a youth or be romantically or sexually involved with a youth. Any adult with prior incidents of sexual misconduct may not be a youth worker or serve in any capacity caring for minors in The Salvation Army.

**Workers must report suspected or observed misconduct** by other workers to the youth program leader or Officer immediately.

**Supervision and Communication:** Youth workers must meet on a regular basis with the youth program leader, and the youth program leader must meet with the Officer in charge periodically to discuss any issues regarding these guidelines. Appropriate topics that must be discussed include problems, accountability, guideline clarification, personal feelings, or other issues that may interfere with youth ministry efforts.

**Workers must avoid even the appearance of misconduct:** This is necessary in order to maintain parental confidence and avoid mistaken allegations.

**Workers who disobey these guidelines may be reassigned or relieved** from youth program duty at the discretion of the Youth Secretary or designee.

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative and are not inclusive of the initiative expected to assume other responsibilities as needed. I have read the above job description and am fully aware of all the duties and responsibilities of this position and am capable of performing all duties.

I fully understand the Guidelines for Adults Working with Children or Youth and I agree to follow these guidelines. If accommodations are needed to perform the duties, I agree to provide medical documentation of the specific accommodations needed. I understand The Salvation Army will evaluate and determine whether it is financial and/or physically able to make the accommodations.

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**Employee Signature**

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**Date**

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**Supervisor Signature**

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**Date**

Prior to leaving, keys and all property belonging to The Salvation Army will be returned to the supervisor.