

PROGRAM ASSISTANT

SEASONAL: JUNE – AUGUST



POSITION:

The Program Team at Camp Wicosuta consists of a Program Director and up to two Program Assistants. The Program Assistants work closely with the camp administration, operations team, trips & transportation team, office staff and entire camp community. They assist with the planning, organization, and execution of various camp activities and programs.

Program Assistants are creative, detail oriented, and passionate about creating memorable camp experiences. This position is perfect for someone pursuing a career in event management, hospitality or operations/logistics.

RESPONSIBILITIES:

- Develop and manage daily camper schedules
- Coordinate with Activity Heads (AHs) to ensure schedules run smoothly and on time
- Help with the setup, cleanup, and maintenance of program areas and equipment.
- Ensure all activities are inclusive, fun, and aligned with the camp's goals
- Plan and implement engaging daily evening activities & selective
- Organize and oversee special events such as carnival, camp-wide themed days, and more
- Work with Trips and Transportation to coordinate logistics for camper and staff trips
- Ensure that all materials and equipment needed for activities are prepared in advance and available when required
- Monitor inventory and work with program director to order/purchase needed materials

SCHEDULE & SALARY:

This is a temporary, seasonal position on-site in Hebron, New Hampshire from mid-June to mid- August.



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SCHEDULE & SALARY CONT.

Start dates depend on the specific program area and is based on our seasonal training schedule. The salary is competitive and includes housing, meals, and additional staff benefits. For more info, [click here](#).

ABOUT WICOSUTA

Camp Wicosuta is a traditional sleepaway camp for girls located in Hebron, New Hampshire. We run two distinct sessions each serving 300 campers and 170 staff. Our 3 Cs philosophy is centered on confidence, competence, and community. We offer a diverse range of activities including athletics, aquatics, creative arts, performing arts, and environmental education.

QUALIFICATIONS

- Current or related experience in a program area
- Pursuing an undergraduate degree or equivalent experience
- Essential qualities: enthusiasm, sense of humor, patience, a strong work ethic
- Collaborative work capability
- Desire and ability to work with children outdoors

No specific program certifications are necessary; all required certifications are completed and paid for on site during orientation.

APPLICATION

Please complete an online application, and a member of our team will reach out to you shortly!

[APPLY NOW](#)