



Job Title: Production Assistant (Operations Support)

Position Summary

A Production Assistant is responsible for critical behind-the-scenes tasks associated with daily camp operations. Production Assistant hours are from 8:00am-4:00pm; Monday – Friday. Start and end times may vary depending on the location and camp. Depending on the location, Production Assistants work up to five (5) consecutive weeks from late June through late July/early August.

Essential Job Responsibilities:

- Perform daily operations and logistics support across all camp programs
- Help to ensure that camp facilities are clean, organized and well-maintained
- Inform site director of any concerns regarding the health and safety of the campers.
- In order to provide the appropriate ratio, the site director must approve any non-contracted requests for time off, schedule changes, or alterations to the schedule.
- Daily set-up and break down of equipment
- Assist with various responsibilities including: camper pick-up and drop-off, late camper arrivals, lunch, water, snack delivery and camp supplies
- Maintain and prepare snack and supply inventory
- Ensure compliance with ESF golf cart safety guidelines
- Work effectively with co-workers and collaborate on various responsibilities
- Exhibit ESF core values at all times and to adhere to all company policies
- Complete assigned paperwork
- Serve as a positive role model to campers
- Outstanding communication skills which include the ability to use clear, concise and grammatically correct written and oral language in all aspects of professional interaction with campers, their families, peers, leadership team and the larger community
- Push/pull, lift and carry a minimum of thirty-five (35) pounds across campus
- Able to work outside, upright and mobile for six (6) to eight (8) hours per day
- Respond to emergency situations which may include running (up to 1 mile in some cases) and ascending stairs without undue exertion
- Possess physical capacity to fulfill all essential job functions
- Other responsibilities as assigned

Requirements:

- Previous work experience preferred
- Minimum of sixteen (16) years of age
- Valid driver’s license or permit required
- It is understood you will complete all trainings and pre-employment credentials required by ESF and the state you are working in.
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Other Requirements/Competencies for Success:

- Understand and support the mission of the organization
- Commit to the growth and development of youth
- Always have a positive, can-do attitude
- Demonstrate excellent judgment; identify problems and work quickly to find solutions



- Desire to make a difference in the life of a child
- Attendance and punctuality
- Demonstrate the ESF Virtues of Character (Gratitude, Respect, Trustworthiness, Effort, Kindness, Positivity, Resilience, Community) in camp on a daily basis
- Follow the ESF Code and maintain the ESF Look at all times
- Exhibit ESF Core Values at all times and to adhere to all company policies

Reporting Relationships:

Reports directly to and takes direction from the Site Director and, at times, from other Camp Directors.