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# Example of Program Aide Job Description

Our company is looking to fill the role of program aide. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for program aide

* General supervision of campers to include implementing program curriculum, facilitating program rules, regulations, and safety concerns
* Direct the group’s daily activity schedule to include greeting and supervision of campers during drop-off, escorting campers to and from each activity session, and supervision of campers awaiting pick-up by parents
* Assists in the development and presentation of subject matter in program areas for youth development through games, arts & crafts and facilitating field trips and swim lesson instruction
* Assist in the development and implementation of daily activities
* Assists and/or organizes, promotes, coordinates and conducts specific programs with individuals in specific geographical areas
* Active participation with campers during each session
* Answers inquiries and provides information to parents relating to completion of forms, meetings, materials, recordkeeping and other related functions to conduct programs
* Coordinates the activities of subordinates who may be university employees or community volunteers
* Initiates and participates in needs assessment for program planning, development and implementation
* Attend to all injuries and illnesses and follow proper protocol

## Qualifications for program aide

* Prepare responses to correspondence received concerning the program and its procedures
* Ability to produce letters, tables, documents
* Experienced in using Excel, Word and Lotus notes
* Assist parents with inquiries regarding the program
* Assist in set-up and take-down of scheduled camp activities
* Maintain communication with counselors facilitating off-site programs