

JOB DESCRIPTION

POSITION: Program Assistant

This is a challenging position that has a very fluid structure. Your main job is to do whatever is needed to free the program director up to deal with issues that come up in the daily working of the camp schedule. We will work with your strengths as well as training you in new areas that you want to learn and grow in.

RESPONSIBLE TO: Program Administrator, Camp Director and Executive Director

QUALIFICATIONS:

1. Has had a salvation experience resulting in a sincere love for the Lord and a desire to see campers come to know and grow in Jesus.
2. Be in agreement with the philosophy, doctrine, and policies of Big Sky Bible Camp.
3. Evidence of a consistent daily walk with the Lord emphasized by prayer and Bible reading.
4. Shows willingness to learn new skills that will benefit the camper and his/her experience during his/her week at camp.
5. Be willing to forego personal rights for the common good of the camp and the campers.
6. Be flexible to work with other staff and campers.
7. Be self motivated and willing to work hard.

RESPONSIBILITIES:

Pre-camp:

1. Complete staff application.
2. Read staff training material in preparation for staff training.
3. Be aware of the duties and assignments expected of him/her for the summer.
4. Begin spiritual preparation for the summer ministry.
5. Arrive at least a week before staff training to become familiar with camp program and help preparing for the staff training.
6. Assist the program director with scheduling and program planning for the weeks of camp.

First day and as campers arrive:

1. Spend time in devotions each day.
2. Get acquainted with other staff members.
3. Get a good night's rest before campers arrive.
4. Check to make sure counselors are ready to receive campers and that cabins are clean.
5. Check with the LIT leader to see if there is anything that they need.
6. Receive any materials necessary, i.e. camp books, dorm lists, activity assignments, etc.
7. Be aware of any medical problems or special needs of campers.
8. Make sure that registration area is set up and possibly assist with checking in campers
9. Help with luggage as needed.
10. Introduce yourself to campers and parents.

During the regular camp session:

1. Attend staff meetings
2. Lead a short devotional and prayer time with staff and some point in the summer.
3. Help make sure that the schedule is moving smoothly, i.e. meals are starting on time.
4. Clean up after each meal performing the following (duties may vary per meal, for example, wet mopping is not necessary at each meal).
5. Make sure that everything is ready for chapel each day, and be ready to run the program for chapel when needed.
6. Possibly run games or electives as needed.
7. Do daily cabin clean up checks.
8. Assist the program director in whatever areas are needed.

On Closing Day:

1. Know the special closing day schedule.
2. Help with the gathering and distribution of lost and found items.
3. Assist with the distribution of meds to campers.

Other duties:

Build into the lives of the staff, both counselors and assistant counselors as well.

Assist with the preparation and implementation of follow up.

Help the counselors to fill out camper evaluations out in a timely manner.

Meet with the director regularly to evaluate the weekly schedule and make what changes are needed.

Pray for and encourage the counselors.