

Job Description: Program Assistant

Qualifications:

- Be at least 18 years of age.
- Confessed faith in the Lord Jesus Christ.
- Lifestyle consistent with that of a follower of Christ, as communicated by Holy Scriptures.
- Commitment to the Holy Scriptures as the only source and rule of doctrine, faith, and life.
- Desire and willingness to show Christian love to all people especially youth.
- Enjoys engaging youth of all ages in discussion and play time.
- Ability to work cooperatively with other staff and volunteers.
- Flexibility to adapt to various situations and needs of the camp. Job responsibilities may change at the discretion of the Director of Ministries, according to the needs of the ministry of the camp.
- Ability to lead counselors.
- Able to assist campers in emergency (fire, injury, etc.); observe loading/unloading of buses; and possess strength and endurance required to maintain supervision of campers and counselors in any given area of the PRBC property and keep visual coverage of campers.

Responsible to:

- Directly responsible to the Program Director.
- Generally responsible to the Director of Ministries.

Responsibilities:

- VBS team leader.
- Assist Program Director in training and leading summer staff.
- Assist Program Director in daily operation of camp programs.
- Pray for, encourage, evaluate, and assist counseling staff.
- Encourage campers in the Christian faith and faithfully teach the Holy Scriptures.
- Care for the spiritual, physical, and emotional well-being of campers.

Possible Additional Responsibilities:

- Aquatics Director, Challenge Course Manager, crafts leader, music leader, drama leader, van driver for canoeing, camp store manager.

Responsibilities of PRBC:

- Train Program Assistant in summer curriculum, theology, safety procedures, behavioral management, activities to be led, and general camp operations.
- Provide a cash stipend, meals and housing as agreed upon in the Summer Staff Agreement.
- Evaluate job performance and provide encouragement.
- Supervise and assist Program Assistant in various activities and responsibilities.