



## PROGRAM ASSISTANT

### Job Description

#### MINIMUM REQUIREMENTS

- Personal relationship with Jesus Christ
- A lifestyle conducive to spiritual growth and conformity to the image of Christ
- Be willing to be a servant of Christ and others
- Desire and ability to work with children in a camp setting
- Ability to accept guidance and supervision
- Good interpersonal relationships
- Good character, integrity and adaptability
- Enthusiasm, sense of humor, patience, and self-control

**RESPONSIBLE TO:** Program Director & Program Dean

#### GENERAL RESPONSIBILITIES

- To assist the Program Director in organizing, leading, and implementing camp activities and programs in accordance with the purpose of Trout Creek Bible Camp.

#### SPECIFIC RESPONSIBILITIES

- Learn all areas of program responsibilities
- Event preparation, set-up, scoring, and clean-up for team comp, night games, and special events.
- Lead/explain various activities and games as assigned.
- Take ownership of various activities, games, and events as assigned by Program Director.
- Complete daily checks of all ropes/climbing elements.
- Assist Program Director with organization and execution of camp program as assigned.
- Follow all staff rules and regulations (The Law/Child Protection Plan/Social Media Policy)
- Fill in/help in various areas of program including Pool, Craft Room, Photo/Video, Go Karts, etc.
- Some of these duties may be reassigned, while others may be assigned as required.