



Ministry Description

Director's Assistant

Responsible to: Managing Director

Direct Report: Managing Director

Objective

The Director's Assistant is a dual role and shall serve in two ways:

- Firstly, they shall work **under** the Managing Director, completing various office tasks such as social media, photocopies and the like, to help manage the camp as a whole where needed.
- Secondly, they shall work **with** the Program Director to plan and carry out various ministry programs at Camp Peniel.

Prerequisites

- Exhibit a living, active, and growing faith in Jesus Christ
- Be at least 18 years of age during the year of application
- Be organized, self-motivated, adaptable, responsible, and a team player
- Have experience in a camp setting and the ability to teach and lead effectively
- Have a servant's heart and a willingness to learn
- Have a high level of maturity and wisdom for dealing with staff and guests
- Have the ability to problem solve, mediate, and resolve conflicts
- Be able to communicate well with people of all ages
- Have a current criminal record check (including vulnerable sector check)
- Hold a minimum Standard First Aid certificate

Job Outline

- Participate in staff hiring (as needed)
- Help organize PRs, events, fundraisers, and rental groups
- Help plan, organize, and execute staff training (including leading sessions)
- Interact with staff in multiple areas, including addressing concerns, motivating, evaluating, and disciplining
- Be the primary person for creating media and posting on Camp Peniel's social media pages
- Be the primary person for taking photos and video during the summer camping program
- Create the weekly camp photo collection and slideshow
- Take and produce the weekly camp group photo
- Work with the Managing Director in overseeing guest & staff needs and issues
- Encourage and be a spiritual example to the staff
- Participate in all required staff activities at a high level
- Take part in planning and executing the summer camp program
- Run / provide tuck for guests at various times through the day with the Program Director
- Take consistent time for personal prayer and Scripture reading