



Camp Ministry Assistant Job Description

Pinecrest Camp exists to make disciples who walk with God, show His love, and tell the good news of Jesus Christ His Son. Pinecrest Camp Ministry Assistants work with the permanent Pinecrest staff in this mission and will participate in a ten-week discipleship course designed to help their own personal walk with God. Throughout the summer, Ministry Assistants will co-lead team building activities, worship, and Bible study for both Pinecrest permanent staff and Summer staff. Ministry Assistants will also be involved in the preparation for Day Camp, Community Camp, and Camp Kadesh, our outreach to children of prisoners in partnership with other area camps. Each Ministry Assistant will act as the “Resident Assistant” of their Housing Unit ensuring each Summer Staff person abides by camp rules during non-working hours. In addition, each Ministry Assistant will work with the permanent Pinecrest staff, Summer Staff, and volunteers to help provide meals, facilities, and recreational opportunities to a variety of churches and ministries throughout the summer.

A. Qualifications

1. Clear testimony of salvation through Jesus Christ
2. Actively discerning and pursuing the call of God
3. Desire to grow in walk with the Lord and eager to explore different areas of ministry
4. Desire to serve people through acts of service
5. Understanding of personal role in the total camp picture
6. Ability to relate well with other staff, volunteers, and guests
7. Must be at least 18 years old and at least one year past high school graduation
8. Must have valid driver's license
9. Prior ministry experience required. Camp experience preferred.

B. Accountability

1. Ministry Assistants are temporary workers hired for a 10 week period from **May 28th to August 3rd, 2020**. Summer Staff training will be **June 2nd-June 6th, 2020**.
2. Ministry Assistants will work under the supervision of either the Kitchen Manager, Operations Manager, or Maintenance Supervisor approximately 6 hours per day. The remainder of the work day will be under the supervision of the Camp Director or Program Manager.
3. The Camp Director is responsible for the hiring and firing of Ministry Assistants.
4. Ministry Assistants will be housed in gender specific housing and will be accountable to the Camp Director to follow housing and downtime rules.
5. Ministry Assistants will have an evaluation each week. These evaluations are designed to help each Ministry Assistant meet personal goals and work to their full potential.

C. Responsibilities

1. Each Ministry Assistant will be expected to work as unto the Lord both in action and attitude.
2. Ministry Assistants will participate in a discipleship course consisting of Bible study, corporate worship, team building exercises, personal reflection, memorization, and journaling.
3. Ministry Assistants will act as described above (opening paragraph) as a Resident Assistant.
4. Ministry Assistants will lead both on-site (daily) and off-site (weekly) activities for Summer Staff.
5. Ministry Assistants will receive various Ministry Assignments from the Program Director and/or Camp Director to help with our Day Camp, Community Kids Camp and Camp Kadesh (our camp for children with an incarcerated parent). These duties may include mailings, registration, phone calls, leading activities, or other tasks as assigned.
6. In addition, Ministry Assistants will serve in a variety of capacities throughout the summer. Sample duties will include serving food, dish-washing, food preparation, cleaning tables, sweeping, mopping, and running our snack/t-shirt sales, under the supervision of the Kitchen Manager. If asked to assist the Maintenance Supervisor, sample duties might include assisting in pool upkeep, mowing, trimming, trash removal, setup for cookouts/parties, and construction. **All** Pinecrest Staff including Ministry Assistants will assist in housekeeping in between rental groups.
7. Each Ministry Assistant will have daily chores assigned by their supervisor.
8. Ministry Assistants will work on average 50 hours per week. Ministry Assistants will have at least one day off per week with at least two separate three day breaks.

D. Remuneration

1. Ministry Assistants will be provided room and board.
2. In addition, Ministry Assistants will be paid \$175 per week. This will be spread out over three pay periods. Checks are written on the 25th of each month.
3. Pinecrest Camp will aid the Ministry Assistants in raising additional prayer and financial support for the summer. Pinecrest Camp allows Ministry Assistants to raise up to an additional \$4,000 of financial support.