

# Timberline Ranch

## Program Assistant

Synopsis: The Program Assistant is responsible to assist the Program Manager in all aspects of running the camp program throughout the year. This includes helping to run activities, events, retreats, and camps, as well as involvement with planning, staffing, and ensuring the safety and excellence of all programs occurring at Timberline Ranch.

Reports To: Program Manager

Salary: Negotiable, based on experience and education

Benefits: Starts with two weeks of vacation (accumulated after 12 months)

- Includes group insurance plan and MSP, after 6-month probation
- Free meals when available during shifts
- Housing available for \$60 per week

Qualifications:

- The successful candidate must be *well-organized* and also very much a *people-person*
- Desired qualifications include:
  - A bachelor degree or equivalent in a related field
  - A minimum of two years of experience in camp leadership or related ministry
  - A heart for God, for people, and for camp ministry
  - Self-motivation and the ability to work extremely well in a team
  - Demonstrated high standards of ethics and integrity
  - Proficiency in computer skills
  - Current first aid certification and the confidence to use such training
  - Bible knowledge and teaching ability would be an asset

Responsibilities:

**A. Primary Roles**

1. Camps & Retreats
  - a. Help plan, oversee, and run all aspects of the summer and seasonal camp programs.
  - b. Help schedule seasonal staff and volunteers into positions for each week of the summer, including activity assignments, time off, sharing at campfire, and so on
  - c. Consistently and lovingly help to enforce rules and expectations of the Ranch (e.g. help to ensure 'lights out' is adhered to by staff and campers).
  - d. Help deal with discipline issues among the campers and staff, as needed.

2. Activities
  - a. Help out or run activities as needed (e.g. rock wall and challenge course)
  - b. Help ensure safety standards and excellence are being accomplished in all areas of the camp program and that BCCA standards are being adhered to, including non-accreditation years.
  - c. Ensure that all sports equipment is available and in good working order for any groups that may need to use it.
3. Discipleship
  - a. Be a consistent godly example to staff and volunteers.
  - b. Maintain contact with staff and volunteers throughout the year.
  - c. Personally mentor some volunteers or staff.

## **B. Secondary Roles**

1. Staffing
  - a. Help with staff recruitment as needed. This may include such activities as:
    - i. Visiting local churches and youth/college groups to share about opportunities to serve at Timberline.
    - ii. Helping out with the booth at Missions Fest
    - iii. Ensuring all staff and volunteers are properly screened, including Criminal Record checks, references, applications, and interviews.
    - iv. Helping to ensure that all needed staff and volunteers positions are filled, including speakers, nurses, host families, etc.
    - v. Helping with Staff Training, LIT, SALT, etc.
    - vi. Helping to supervise program staff and volunteers.
2. Miscellaneous
  - a. Help out in other areas according to your gifting (e.g. leading music, artwork, or decorating).
  - b. Help with Country Christmas in all aspects.
  - c. Attend all Timberline meetings as scheduled.
  - d. As needed, greet guest groups in order to outline expectations and procedures of the Ranch and to assist them.
  - e. Help out in other areas as needed and requested by the Executive Director or Assistant Director. This can include helping out in other departments, such as in the kitchen, the barn, or in housekeeping.

\* This Position has a 6-Month Probationary Period and 3-Month Review \*