

Timberline Ranch Program Assistant

Synopsis: The Program Assistant will assist the Program Manager in all aspects of running camp program throughout the year. This includes helping 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: The position starts with two weeks of vacation (accumulated after 12 months)

- After 6-month probation, includes group insurance plan and pension plan
- Free meals when available during shifts
- Housing available for \$60 per week
- Potential to move into a managerial position

Qualifications:

- The successful candidate must be very much a *people-person* and also *well-organized*
- Required qualifications include:
 - A high degree of organizational and interpersonal skills
 - Previous experience in camp leadership
 - Self-motivation and the ability to work extremely well in a team
 - Demonstrated high standards of ethics and integrity
 - Mission-minded with a strong relationship with Jesus
 - Proficiency in computer skills
- Desired qualification include:
 - A bachelor degree or equivalent in a related field
 - Current first aid certification and the confidence to use such training
 - Bible knowledge and teaching ability
 - Ability to lead singing with an instrument

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. Be a liaison with parents regarding concerns they may have about their children or the camp program.
 - e. Help deal with discipline issues among the campers and staff, as needed.
2. Volunteers
- a. Visit local churches and youth/college groups to share about opportunities to serve at Timberline.
 - b. Utilize social media to connect with staff and volunteers.
 - c. Ensure all staff and volunteers are properly screened, including Criminal Record checks, references, applications, and interviews.
 - d. Help ensure that all needed staff and volunteers positions are filled, including speakers, nurses, host families, etc.
 - e. Help supervise program staff and volunteers in the program area.
3. Activities
- a. Help 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.
 - c. Ensure that all sports equipment is available and in good working order for any groups that may need to use it.
4. Discipleship
- a. Help develop and implement a mentoring program for staff in the non-summer months.
 - b. Maintain contact with staff and volunteers throughout the year.
 - c. Personally mentor some volunteers or staff.
 - d. Be a consistent godly example to staff and volunteers.

B. Secondary Roles

1. Staff Training
- a. Assist with Staff Training and Leaders in Training
2. Miscellaneous
- a. Help run Staff Training and Leaders in Training as needed
 - b. Help out in other areas according to your gifting (e.g. leading music, artwork, technology, or decorating).
 - c. Attend all Timberline meetings as scheduled.
 - d. Help run Country Christmas in all aspects.
 - e. As needed, greet guest groups in order to outline expectations and procedures of the Ranch and to assist them.
 - f. Help out in other areas as needed and requested by the Executive Director or Assistant Director. This may 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 *