



ALPINE CAMP AND CONFERENCE CENTER

WINTER CAMP PROGRAM ASSISTANT

DATE WRITTEN: 12/11/2017

STATUS: SEASONAL STAFF

PURPOSE

To assist the Program Director and Program Camps Manager in all aspects of the execution and programming of Alpine's Winter Camps.

ACCOUNTABILITY RELATIONSHIPS

Reports to: Program Director and Program Camps Manager

GENERAL QUALIFICATIONS

- Must demonstrate a strong, maturing faith in Jesus Christ as Savior and Lord; the ability to confidently articulate that faith; and a willingness to serve the Church of Jesus Christ in a Christian camping environment.
- Must demonstrate and articulate an active interest, support, and belief in the major tenets of Evangelical Christianity and the Evangelical Covenant Church in particular.
- Must demonstrate speech and behavior consistently aligned with the Covenant Affirmations; along with Alpine's Identity Statements, Character Guide and Peacemaker's Pledge.
- Proven ability to work collaboratively with others, consistently putting the defined results of the team before personal preferences and desires.
- Demonstrated initiative, follow-through and ability to achieve agreed upon, timely results; evidencing healthy flexibility and self/time management.
- Able to productively work in an environment with frequent interruptions and occasional chaos.
- Proven willingness to follow directions of direct supervisor or his/her designee.
- Possessing the physical, mental, psychological and spiritual capacities to perform the duties, responsibilities and essential functions as outlined in written mutually agreed upon job descriptions and standards of performance.

SPECIFIC QUALIFICATIONS

- An evident, growing faith in and ability to clearly articulate your reasons for trusting in Jesus Christ as Lord and Savior
- An evident desire to serve Jesus, His Church and others through evangelical Christian camping and related programs and services
- Speech and behavior consistently aligned with and supportive of Alpine's Identity Standards, Character Guide and The Covenant Affirmations
- Proven ability to work collaboratively with others, consistently putting the defined results of the team before personal preferences and desires
- Demonstrated initiative, follow-through and ability to achieve agreed upon, timely results; evidencing healthy flexibility and self/time management
- Proven willingness to follow directions of direct supervisor or his/her designee
- Possessing the physical, mental, psychological and spiritual capacities to perform the duties, responsibilities and essential functions as outlined in written job descriptions and standards of performance.
- Take responsibility and care for all equipment and materials used.
- Work in a spirit of cooperation and mutual assistance with all other staff members of Alpine
- Implements, maintains and supports Alpine's safety and guest service standards

GENERAL RESPONSIBILITIES

- Proactively participate in assigned (staff/management team) meetings, activities and outcomes.
- Intentionally contribute to a healthy organizational culture aligned with Alpine's Identity Standards, Character Guide, Peacemaker's Pledge, etc.
- Proactively engage in increasingly effective two-way communication (sharing information, resources and feedback) within your department and, as needed, with all relevant departments regarding actions and resources required to achieve determined results.

- Comply with all policies and practices as outlined in Alpine’s Personnel Policy Handbook and other handbooks and manuals relevant to this position.
- Must clean general living area, sleeping area, and bathrooms every Friday (once campers have left).
- Other duties as assigned by Alpine’s executive leadership.

SPECIFIC RESPONSIBILITIES

- Participate in staff meetings and devotionals when available to do so.
- Take responsibility and care for all equipment and materials used.
- Work in a spirit of cooperation and mutual assistance with all other staff members of Alpine
- Responsible for applying and living out the Peacemaker’s Pledge
- Implements, maintains and supports Alpine’s safety and guest service standards
- Actively participates in staff activities, all of which are designed to promote team building and healthy working relationships
- Work alongside the other Winter Camp Program Assistant (with direction from and collaboration with the Program Director and Program Camps Manager) in the design, preparation, implementation and execution of all Winter Camp Programs
- Manage and execute day-to-day operations of Winter Camp program schedules, chapels, recreation and events as directed by the Program Director and Program Camps Manager
- Must become intimately familiar with the Alpine Summer Staff Handbook
- Other duties as assigned by the Program Director and Program Camps Manager

ESSENTIAL FUNCTIONS

- Because of the ministry nature of this position, a demonstrated interest, support and belief in the major tenants of Evangelical Christianity are expected
- Commitment to the philosophy of ministry, mission and vision of Alpine
- Evidence of strong initiative, self-direction, flexibility and ability to complete tasks in a timely manner.
- Experience of working in an environment with frequent interruptions and ability to handle what is perceived to be chaos at times
- Evidence of and continuing desire to be a lifelong learner
- Needs to be able to work well under time pressures and a flexible work schedule
- Capable of climbing stairs and lifting 50 pounds
- Consistent with and supportive of the Alpine Character Guide.
- Must possess a valid California driver’s license and have a clean driving record

SPECIFIC FUNCTIONS

Signatures:

I _____ have read and received a copy of my Job Description.
 (Print name)

I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor:

 Employee

 Date

 Supervisor

 Date Reviewed with Employee