



**PORTAGE
LAKE BIBLE
CAMP**

OFFICE & NURSE ASSISTANT JOB DESCRIPTION

Our intention each summer is that the life of every person who comes to camp is impacted for Christ, including those who are on staff. As a summer staff member at Portage Lake Bible Camp, you will be stepping into an instrumental role of ministry and leadership. This is an opportunity to live in Christian community, lead and disciple campers, serve our guests, and be mentored in your walk with Christ. Our desire is to equip you well for your role this summer and give you skills and experience that you will use well beyond just this summer.

General Qualifications:

- At least 18 years of age.
- Completion of one year of college or have one-year post-high school preferred.
- Has a personal relationship with the Lord and basic Biblical understanding.
- Desire to pursue personal growth.
- Is a positive Christian role model with a servant attitude.
- Willingness to live in an intentional Christian community.
- Be a team player and have the ability to serve outside of job description when needed.
- Commitment to live and act in accordance with Portage Lake Bible Camp and the Evangelical Covenant Church beliefs and values while employed at PLCBC.
- Eagerness to live in a rustic, unplugged setting.

Specific Qualifications:

- Positive, friendly attitude that is hospitable and welcoming to all guests and staff.
- Excellent communication, organizational, and interpersonal skills.
- Ability to be detail-oriented and comfortable working on the computer is required.
- Office administration and/or medical assistant experience is desired.

Duties and Responsibilities:

- Responsible to Office Manager and Camp Nurse.
- Participate and engage in all aspects of staff training and on-boarding.
- Answer phone calls, greet guests, and perform administrative tasks as assigned by year-round staff.
- Assist nursing staff in medicine distribution, opening day check-in, distribution of cleaning supplies, and other tasks assigned by the camp nurse.
- Involvement in programming through attending events, games, chapel, etc.
- Support counseling staff by engaging assigned cabin throughout the day and sleeping with the campers in their cabin each night.
- Responsible for maintaining a clean and tidy cabin and all shared spaces.
- Participate in general camp cleaning, maintenance, and assist in the kitchen.
- Timely attendance and participation in all staff meetings and debriefs.