



**PORTAGE  
LAKE BIBLE  
CAMP**

## **OPERATIONS LEAD 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, two years highly 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.
- Excellent communication, organizational, and interpersonal skills.

### **Specific Qualifications:**

- Prior experience and knowledge in at least one of the following areas is required: mechanics, construction, groundskeeping, etc.
- Ability to plan and lead projects with effectiveness and efficiency.
- Strong leadership and executive skills with the ability and willingness to appropriately delegate.

### **Duties and Responsibilities:**

- Responsible to the Facilities Manager.
- Participate and engage in all aspects of staff training and on-boarding.
- Lead operations staff and SWIM campers in maintenance projects, tasks, and daily cleaning, providing feedback, guidance, and follow-up in completion.
- Build intentional relationships with all maintenance staff and have bi-weekly one-on-ones with the intention of discipling them in their relationship with God and giving feedback, support, challenge, and encouragement in their role.
- Lead team debriefs with operations staff at the end of each week.
- Collaborate with Kitchen Lead to plan and lead a weekly bible study for support staff.
- Involvement in programming through attending events, games, chapel, etc.



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- Support counseling staff by engaging assigned cabin throughout the day and sleeping with the campers in their cabin each night.
- Be an initiator and supporter of healthy, life-giving community among the summer staff.
- Assist in organizing, leading, and participating in general camp cleaning, maintenance, and assist in the kitchen as needed.
- Responsible for maintaining a clean and tidy cabin and all shared spaces.
- Timely attendance and participation in all staff meetings and debriefs.