



**PORTAGE
LAKE BIBLE
CAMP**

TRIPS DIRECTOR 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.
- Ministry leadership experience and/or experience working in a camp setting is highly preferred.

Specific Qualifications:

- Must have physical stamina and endurance and a love for the outdoors.
- American Red Cross Lifeguarding/CPR/AED/First Aid certification required.
- Current driver's license and clean driving record required.
- Ability to drive a 15-passenger van with a canoe trailer.
- Exposure to outdoor education, hiking, and rustic overnight camping is required.
- Experience in mountain biking, canoeing/kayaking skills, and other wilderness skills are highly preferred.
- Knowledge of bike maintenance and repairs desired.

Duties and Responsibilities:

- Responsible to the Program Director.
- Participate and engage in all aspects of staff training and on-boarding.
- Involvement in programming through attending events, games, chapel, etc.
- Support counseling staff by engaging assigned cabin throughout the day (if applicable).



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- Be an initiator and supporter of healthy, life-giving community among the summer staff.
- 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 to and participation in all staff meetings and debriefs.

Area Specific Duties:

- Promote safety, learning, and fun experiences for all campers, guests, and staff while on trips.
- Coordinate and schedule trips for each camper program throughout the summer.
- Prepare for each trip with a detailed plan, routes, and equipment.
- Conduct a debrief of each experience with the group.
- Maintain cleanliness of vans, gear shed, and up-to-date inventory of all trip equipment.
- Responsible for implementing and enforcing PLCBC policies and procedures.
- Submit incident reports as needed.
- Provide a thorough evaluation of area at the end of the summer.