



**PORTAGE
LAKE BIBLE
CAMP**

Office 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 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 a basic understanding of the Bible.
- Is a positive Christian role model with a servant-hearted attitude.
- Demonstrates a team-player mindset and a willingness to serve outside of the job description when needed.
- Has a commitment to living and acting in accordance with the beliefs and values of Portage Lake Bible Camp and the Evangelical Covenant Church beliefs and values while employed at PLCBC.
- Is eager to live in a rustic, unplugged setting.
- Has a desire to see those around them grow personally and spiritually.

Specific Qualifications:

- Demonstrates a positive, friendly attitude that is hospitable and welcoming to all guests and staff.
- Possesses excellent communication, organizational, and interpersonal skills.
- Has the ability to multitask effectively in a fast-paced environment.
- Demonstrates strong attention to detail, particularly when proofreading emails, flyers, and other materials.
- Is proficient in computer programs such as Microsoft Word, OneDrive, and Excel, as well as Google Drive applications including Docs, Sheets, and Forms.
- Office administration experience is preferred.



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Duties and Responsibilities:

- Responsible to the Office Manager.
- Arrive early at the office on registration days to help with all pre-registration and registration tasks.
- Participate in 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.
- Learn camp registration software and phone system.
- Involvement in programming through attending events, games, chapel, etc. unless directed otherwise by the Office Manager.
- Support counseling staff by engaging with assigned cabin throughout the day (as applicable) and sleeping in their cabin each night.
- Responsible for maintaining a clean and tidy cabin and all shared spaces.
- Participate in general camp cleaning, maintenance, and assisting in the kitchen.
- Timely attendance and participation in all staff meetings and debrief.