



Waterfront 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 this summer.

General Qualifications:

- At least 18 years of age.
- Completion of at least one year of college or have one-year post-high school, two years highly 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.
- Excellent communication, organizational, and interpersonal skills.
- Ministry leadership experience and/or experience working in a camp setting is highly preferred.

Specific Qualifications:

- Is a strong swimmer.
- Holds current American Red Cross Lifeguarding, CPR, AED, and First Aid certification.
- Possesses a valid Michigan Boating Safety Certificate.
- Has experience operating both non-motorized and motorized watercraft; this experience is highly preferred.
- Water Safety Instructor (WSI) certification is preferred.



Duties and Responsibilities:

- Responsible to the Program Director.
- Participate in 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 in an assigned cabin throughout the day (if applicable).
- Build intentional relationships with all waterfront 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.
- 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 assistance in the kitchen.
- Timely attendance and participation in all staff meetings and debrief.
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- Area Specific Duties:
- Promote safety, learning, and fun experiences for all campers, guests, and staff in the waterfront area.
- Stewardship of equipment, supplies, and maintenance of all watercrafts, docks, and other waterfront activities.
- Maintain cleanliness of waterfront, keeping clear of debris, trash, etc.
- Coordinate and schedule lifeguard staff throughout the summer.
- Responsible for implementing and enforcing PLCBC waterfront policies and procedures.
- Submit incident reports as needed.
- Provide a thorough evaluation of area at the end of the summer.