



**Position Title:** Assistant to the Ridge Coordinator  
**Classification:** Summer Position  
**Reports To:** Activity Supervisor  
**Direct Reports:** Support Team and Cabin Leaders while helping with activities  
**Key Relationships:** Program Director, Program Coordinators, Activity Team

### Position Summary

The Assistant to the Ridge Coordinator works directly for the Activity Supervisor. They shall primarily be responsible for assisting in the formation of weekly schedules and games; execution of Ridge games and evening events; helping to lead programs such as skits and verses; execution of all scheduled activities assigned by the Activity Supervisor; and the maintenance and organization of all activity equipment.

### Key Job Functions

#### Program Leadership

- Help develop and coordinate an effective camp schedule for the Ridge program at Pine Ridge.
- Plan, practice, and execute engaging and innovative games and activities for campers.
- Assist in the leading of any programmed elements of the camp schedule such as skits to begin chapels, evening events, and more.
- Be responsible for the organization and maintenance of all program equipment being used for the Ridge program.

#### Activity Leadership

- Follow the direction of the Activity Supervisor to ensure that all activities are being run properly and on time.
- Learn to facilitate all activities that Pine Ridge currently offers including: Go Karts, Battle Games, High Ropes, Paddle Boating/Canoeing, BMX, and Archery.
- Be an innovative problem solver seeking to improve the activity offerings of Pine Ridge.
- Be responsible for the organization and maintenance of all activity equipment being used.

#### Other Duties

- A summer staff member in a small organization like Pine Ridge is often called upon to perform a wide variety of duties. This may include many of the following duties (not an exhaustive list):
  - Assisting with maintenance duties like repairs, construction, landscaping, and lawn care.
  - Assisting with housekeeping duties like cleaning, sweeping, and mopping.
  - Assisting with kitchen duties like dish washing, and food preparation
  - Assisting with cabin duties like cabin leading, free time monitoring, and spiritual direction.

### Sample Schedule

8:00am- Breakfast	5:30pm- Dinner
9:00am- Get set up for the day/time off	6:15pm- Run a Camp Game
10:30am- Run the Rock wall until Lunch	7:00pm- Chapel
12:30pm- Lunch	8:30pm- Free Time with Campers
1:15pm- Run Laser Tag until Dinner	9:30pm- Run evening Ridge event

### General Qualifications

- Agrees with the philosophies, policies, and procedures of Pine Ridge Bible Camp.
- Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
- Is willing to forego personal rights for the common good of the camp and camper.
- Is flexible and able to work with campers and other staff members.
- Communicates clearly both orally and in writing.
- Be in good standing with a local church.

### **Specific Qualifications**

- Must be at least 16 years of age with preference given to applicants that are 18 or older.
- Preference strongly given to applicants with lifeguarding certification or those willing to be certified.
- Must attend staff training including High Ropes certification.

### **Working Conditions and Physical Requirements**

- Must be able to lift, bend, and twist.
- Ability to push and pull loads.
- Must be able to lift frequently up to 35 lbs.; occasionally 35-100 lbs. with assistance
- Good hand-eye coordination.
- Auditory ability to hear and understand conversational levels of sound in an ordinary office environment.

*The above statements are intended to describe the general nature, types of work performed, and qualifications required of employees assigned to this position. They are not intended or should be taken as an exhaustive list of responsibilities, duties, and requirements of personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).*