

Program Assistant

Classification: Salaried Full-Time, Shared Staff Housing provided

Reports to: Program Director

Works with: Summer Staff, Program Guest Relations

Supervises: Summer Staff when necessary

Position Purpose: To assist the Program Director in creating “a mountaintop experience.”

Summary: To assist the Program Director in furthering the mission of the Camp through planning and delivery of programming.

QUALIFICATIONS:

- High School diploma or equivalent GED
- Previous camp experience preferred
- Leadership experience
- Organized
- Responsible
- Mature
- Detail-oriented
- Good communicator
- Able to multitask and prioritize importance of tasks
- Good time management
- Ability to effectively communicate orally and in writing
- Physical ability to lift and carry 50 pounds
- Ability to successfully pass the Lifeguard and Adventure Course certifications within 90 days of start date. Golden Bell Camp will provide required training.
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- Physical mobility and endurance to perform tasks while standing/walking/kneeling for long periods of time (60 minutes or more).
- Ability to safely and properly use equipment.

ESSENTIAL JOB FUNCTIONS:

- Oversee Summer Staff when Program Director is unavailable.
- Assist Program Director, Program Guest Services, and Camp Supervisors when needed.
- Help with any Summer Staff jobs if/when there is a need.
- Help Program Director plan and oversee summer staff appreciation events
- Help complete summer staff new employee reference checks
- Assist with emergency drills needed for camp for social services (Tornado and Fire Drills)
- Help coordinate Golden Bell’s involvement in Summer Expos, Fall Festivals and Parades.
- Assist with summer staff birthday and Christmas card mailing schedule.
- Assist with the delivery of meals to programming staff while facilitating during mealtimes.
- As needed, assist weekly transportation for summer staff to Woodland Park Nazarene Church and Walmart.

Mission Statement

A mountaintop experience for all ages encouraging adventure, relationships, and a personal encounter with Christ.

What is a "Mountaintop Experience?"

At Golden Bell, we believe a "Mountaintop Experience" is escaping the busyness and distractions of this world to draw closer to friends, family, and God. By providing camps and accommodations, we help encourage kids, teens, and adults to set aside the craziness of life and explore the beauty of the great outdoors. By challenging them in their faith, we help provide the greatest mountaintop experience - the experience of feeling God's Presence in a way like never before. We hope you will come and join us to see just what it means to have a "Mountaintop Experience."

APPLICATION PROCESS:

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Application form
- Three reference letters
- Ability to pass 3 background checks

Drop off, send, fax or email a complete application packet to:

Golden Bell Camp & Conference Center
380 County Road 512
Divide, CO 80814
Phone: 719-687-9561
Fax: 719-687-5400
Email: programming@goldenbellcamp.org

INITIAL ASSESSMENT STAGE:

Every new hire will be given an initial assessment period that will last their first 60 days of employment. During this time the employee and employer have the opportunity to assess if the position is a good fit for them. When the employee has completed their first 30 days of employment a meeting will be scheduled to discuss and evaluate their progress.

RELIGIOUS DISCRIMINATION NOTICE:

It is the policy of Golden Bell Camp & Conference Center to recruit and only hire applicants who have made a personal commitment to Jesus Christ and accepted Him as their Lord and Savior, as indicated on and consistent with our Statement of Faith and General Application form. Because of our religious formation and purpose, Golden Bell camp & Conference Center has an organizational exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964, as amended, concerning religious discrimination in employment. We further reserve the right to discriminate or designate certain positions when a bona fide occupational qualification exists.