



bair lake
bible camp

PROGRAM APPRENTICE JOB DESCRIPTION

Responsible to: Director of Ministries

Job Summary: The Program Intern will work with the program team to plan, prepare, and execute BLBC-sponsored men's, women's, and youth retreats. The Program Intern will be a self-motivated person who possesses excellent organizational and time management skills and has creative vision to be able to assist the team in creating and implementing themes for retreats and events.

Spiritual Qualifications: We are seeking a mature and equipped follower of Christ, who, while not perfect, aspires to further growth and can demonstrate evidence of a life where he or she increasingly:

- is living consistently under the control of the compelling love of Christ, the direction of the Word of God, and the control of the Holy Spirit
- has discovered, developed, and is using their spiritual gifts
- has learned to effectively share their faith, while demonstrating a radical love that amazes those it touches
- gives evidence of being a faithful member of Christ's church, an effective manager of life, relationships, and resources, a willing minister to others, including "the least of these," an available messenger to non-kingdom people, hard-working, and humble and teachable
- demonstrates a life characterized as gospel driven, worship focused, morally pure, evangelistically bold, discipleship grounded, family faithful, and socially responsible.

He or she must be in complete agreement with Bair Lake Bible Camp's *Statement of Faith and Covenant/Commitment Statement*, which must be signed upon hiring.

Professional Qualifications:

- Creative vision to be able to effectively aid the team in creating and implementing themes for BLBC-sponsored retreats and events.
- Willing and able to extend warm, welcoming, and personal hospitality and customer service. Should be able to effectively communicate in small and large

group settings, and be willing to demonstrate kindness and respect when communicating with guests in-person, over the telephone, and through email.

- Flexibility in being able to adjust quickly and effectively in a people-oriented ministry setting. Must be flexible with days and hours worked during summer camp season and busy retreat seasons (weekend work is required), and flexible with occasional short-notice adjustments of work schedule due to requirements of our mission.
- Strong work ethic, self-leadership, and self-control. Initiative in seeing other tasks that need to be done and implementing necessary steps to accomplish them. Comfortable working with a high degree of attention to detail. Good organizational, time management, and decision-making skills.
- A team player willing to serve fellow team members, the public, donors, and volunteers with kindness, compassion, and professionalism. Our size and philosophy both require a full-team focus and approach to ministry in which departments are not “siloeed,” but rather do everything in their power to communicate with and support other departments.
- Proficiency in using office equipment, the Internet, Email, Google Apps, and Microsoft Office Suite.
- A prior connection to and interest in camp ministry is preferred, but not required. Must pass background check and clearances required for a Michigan licensed facility.

Responsibilities:

- Assist the Events Manager and Program Manager to plan, theme, organize, prepare, decorate, program, and execute all BLBC-sponsored program events, including but not limited to, retreats for teens, women, and men; community events; family camps; and the summer camp program.
- Assist the Events Manager in training, scheduling, and supervising event staff members (including full-time, part-time, intern/apprentice, discipleship, and volunteer staff members).
- Assist the Program Manager in recruiting, interviewing, and caring for summer staff.
- Serve as a host for guest groups in cooperation with the Guest Experience Manager (some weekend work required).
- Serve as an Adventure Challenge Education (ACE) Facilitator when needed (he/she will be trained for ACE facilitation at BLBC).
- Assist in the recruitment of volunteers to help staff BLBC-sponsored events.

- Attend training, conferences, and other professional development opportunities provided by Bair Lake Bible Camp.
- Participate in learning/growing opportunities with our Discipleship Manager.
- Be prepared to work in other areas as needs arise and take on other duties assigned by supervisors. This role specifically involves working with the housekeeping department to keep camp's facilities clean and orderly, and helping the food service department by washing dishes when needed.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to climb or balance, belay, stoop, kneel, crouch, and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and ability to adjust and focus.

DISCLAIMERS: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Bair Lake Bible Camp reserves the right to revise the job or to require that other or different tasks be performed as assigned.

Bair Lake Bible Camp is an at-will employer. As such, employment may be terminated with or without cause and with or without notice at any time and in BLBC's sole and absolute discretion. Employee may also resign employment at any time. BLBC and Employee acknowledge that under normal circumstances, at least two-weeks notice should be given to the other party