



Center Lake Bible Camp & Retreat Center

2020 Support Services Assistant

The desire of Center Lake Bible Camp is to provide quality camps that campers and their families can feel safe, have fun, make great memories, and move one step closer to or in their relationship with Jesus Christ. Summer staffing is one of the most important facets for these things to take place. This Job description is one of many ways we navigate through the hiring process. We ask that you read through this job description with discernment and discretion while also understanding that a summer job at Center Lake involves much more than what can be defined in a one-page job description. This job description is the base foundation for what Center Lake is looking for and expects from someone in this position.

All CLBC Staff Will Be:

- A Growing Christian
- Teachable – Trainable
- Someone who cares for and relates to Campers
- Fun
- Dedicated
- Someone with a Servant Attitude
- Someone with Integrity
- Flexible

Support Services Assistant Qualifications:

- Graduated from High School or 18 years of age.
- A mature and growing Christian.
- Mental, emotional, and volitional stability and maturity.
- Enjoys working and having fun with campers and staff.

Support Services Assistant Requirements:

(Support Services Assistant requirements include all the above statements under “All CLBC Staff Will Be”)

- Want to serve through service areas such as housekeeping, kitchen, maintenance, and programming.
- Are willing to respect and obey authority.
- Have a servant like attitude.
- Want to have tons of fun working and living alongside peers.
- Hold to the statement that “Camp is for kids”.
- On time to staff meetings, assigned areas, and activities.

Responsibilities:

- Show up on time to assigned work area.
- Work 8 hours a day in assigned area.
- Enforce all camp safety rules and other regulations.
- Work cooperatively with the Summer Leadership Team, Counselors, SMT's and area supervisor.
- Be creative and FUN.
- Perform other functions at camp as assigned.

Accountability:

- Summer Leadership Team
- Assigned Area Leader
- Director of Support Services

