



Assistant Director (Full Time)

Camp Challenge is a Christian camp and retreat center in south central Indiana. We exist to develop followers of and leaders for Jesus Christ by encouraging disconnection from everyday distractions and reconnection to God through His creation.

Camp Challenge is searching for an Assistant Director. This is a full-time residential position. The Assistant Director reports to the Executive Director.

Responsibilities

- Manages all aspects of camper, guest, and volunteer onsite experience.
- Lead the effort to design and execute programming that accomplishes the mission of Camp Challenge
- Lead the effort to design summer camp programming and develop of camp curriculum
 - Theme
 - Youth Convention
 - Church visit planning and execution (shared responsibility)
 - Securing weekly camp directors
 - Securing volunteers
 - Securing nurses
 - Manage the summer staff hiring process
- Manage all aspects of the summer camp registration process
- Creating and executing staff and volunteer training
- Bill churches for outstanding registration payments
- Onsite retreat management
- Manage housekeeping efforts
- Manage the CIT program
- Responsible for all check-in and check-out procedures and execution
- Marketing
 - Summer camp promotion
 - Facility use promotion
 - Orders marketing materials, banners, postcards, etc. for summer camp
- Communications
 - Writing articles and collecting information for regular newsletters.
 - Social Media. (shared responsibility)

Qualifications

A successful summer program manager will be:

- At least 21 years of age
- Mature in their Christian walk with Jesus Christ
- Highly responsible and relational
- Ability to work independently
- Ability to identify work that needs to be done and define steps to complete the work
- Recommended by their current pastor
- Able to pass a criminal history background check
- Passionate about outdoor ministry and the role of the camp experience in life transformation

8914 US HWY 50 E • BEDFORD, INDIANA 47421 • 812.834.5159
WWW.GOCAMPCHALLENGE.COM • INFO@GOCAMPCHALLENGE.COM

- Able to perform, with excellence and grace, a wide variety of ever-changing duties while managing team of differing personalities under sometimes stressful circumstances
- Organized and flexible
- A problem solver who is unafraid to address conflict
- Able to lead by example

Compensation

- Base salary provided at \$24,000/year
- On-site housing and utilities provided
- Cell phone service provided
- Healthcare assistance
- Mileage reimbursement
- Meals while camps or retreats are in session