

HOPE PRESBYTERIAN CHURCH

7132 Portland Avenue South – Richfield, MN 55423

POSITION DESCRIPTION

HOPE SHORES BIBLE CAMP + RETREAT CENTER CAMP MINISTRY ASSISTANT

Purpose

To provide year-round assistance to the Camp Director and support for Hope Shores Bible Camp + Retreat Center programs.

Characteristics and Qualifications

- a. Personally committed to the Lordship of Jesus Christ demonstrated by prayer, devotional life, integrity, and accountability.
- b. A college degree and three years of experience in ministry, camp leadership, youth programming, or outdoor education.
- c. Able to relate to and connect with people from a variety of ages and stages in life and possess strong communication and people skills.
- d. A love for children, youth, and young adults.
- e. Possessing strong time management skills, organizational abilities, and a self-starter.
- f. Supportive of the Essential Tenets of ECO and safe ministry practices.

Roles and Responsibilities

1. Leadership support for camp staff
 - a. Participate in the hiring process for summer staff (review applications, sit on interview panel)
 - b. Help Camp Director plan and lead parts of staff training.
 - c. Step in to supervise work crew and programming operations during summer camp season as needed.
2. Assist with Retreat Coordinating
 - a. Receive and schedule all inquiries regarding retreat requests.
 - b. Assist Camp Director in hiring and training retreat hosts, support staff, and cooks to be onsite during retreats. Act as retreat host as available.
 - e. Help Camp Director complete retreat user checklist, discuss user needs, and finalize details for retreat day-to-day needs.
 - f. Communicate with staff about retreat details and needs prior to the retreat (including arrival and departure, final numbers, meals/times, sound needs, building access).
 - g. Receive deposits and payments and use appropriate church systems to complete the payment process.
4. Administration
 - a. Assist director in managing the camper registration system and brochure production.
 - b. Assist in communication with parents/families before and during check-in Sunday.

- c. Contribute to regular communication with campers through newsletter, email, and social media.
- d. Complete purchasing and organizing of canteen and other program supplies.
- e. Send offerings, donations, reimbursement requests, Visa and expense reports to the Hope Church bookkeeper.
- f. Assist in planning and executing the Hope Shores Gala fundraising event.
- g. Meet regularly with the Camp Director and participate in some Next Gen team meetings.

5. Safety

- a. Assist Camp Director in ensuring compliance with state guidelines for Camps in MN and Christian Camp and Conference Association (CCCA).
- b. Obtain and maintain certifications, including CPFM (Certified Food Protection Manager) and Waterfront Lifeguard certification - fill in as lifeguard as needed, act as rental/retreat lifeguard.

Relationships

This is a 40 hour per week position during mid-May to mid-August and a 10 hour per week position during the fall, winter, and spring.

This position reports directly to the Hope Shores Camp Director and works closely with the Next Gen Staff Team and the Camp Ministry team.

July 2026