



## MADGE LAKE BIBLE CAMP

Box 183, Swan River, MB R0L 1Z0

Phone: 1(888)88-MADGE • [www.madgelakebiblecamp.ca](http://www.madgelakebiblecamp.ca) • Email: [madge@onehopecanada.ca](mailto:madge@onehopecanada.ca)

### **Assistant Director**

Madge Lake Bible Camp is seeking a self-motivated individual that is desiring to do camp ministry. Must be able to work independently and as part of a team, with the mission of sharing Jesus.

**Description:** we are seeking an Assistant Director to help administer in all areas of the camp. The position initially will be summer only, but, could potentially turn into a year-round, full-time position. Madge Lake Bible Camp is involved in various ministries throughout the summer season. Some of these include: Kids & Youth Camps, Ranch Camps, Sports Camps, public trail rides, Day Camps, weekend retreats, missions trip, school field trips, rentals, Madge Blasts, etc. We have an intense schedule and minister to over 1000 campers per summer. Our vision is "Madge Lake Bible Camp exists to bring all camp participants closer to Christ."

**Duration:** Year-round

### **Qualifications:**

- Good administration skills
- Possess a class 5 license and be willing to travel
- Experience as a staff within a camp setting and Bible College training an asset
- Good interpersonal and relational skills
- Ability to work by themselves or part of a team
- Ability to adapt quickly to changing situations, including emergency situations; flexible attitude is key
- Computer and tech skills; knowledge of Word, Excel, One Drive, video editing, etc.
- Ongoing serious commitment to the Lord & a desire to minister to children and youth
- Ability to share different kinds of information in front of both large and small groups of people (e.g. preaching, announcements, game explanations, etc.)
- Ability to organize themselves and others, and to clearly articulate a plan of action

### **General Duties:**

- Assistant Director Manual available upon request
- Staff Recruitment and helping to fill staff needs under the direction of the Executive Director
- Organizing duties related to chapel
- Overseeing directly the Program Director, LIT Director, Day Camp and ensuring preparedness with daily check-ins
- Mentorship of all camp staff
- Other duties as assigned by the Executive Director

### **Remuneration:**

- Based on experience

### **Send Resume & Cover Letter to:**

Ryan Wiesner  
[madge@onehopecanada.ca](mailto:madge@onehopecanada.ca)