



MISSION STATEMENT

Beachmont Christian Ministries exist to proclaim the good news that Jesus Christ came into the world to give eternal life to all those who believe in Him.

Position Title: General Assistant

Type: Full Time, Hourly

Base Hours: 40-44 hours per week

**Times may vary with the overall schedule of activities and needs.*

Department: Programs

Reports To: Program Manager and Operations Manager

Effective Dates: Seasonally, Mid-June through end of August (11 weeks)

Start Date: June 10, 2024

Purpose of the Role

The General Assistant's role is to serve the various needs of the ministry in a God-honoring, self-sacrificing way.

Strategic Principles

Every staff member at Beachmont is expected to:

- Support and contribute to the overall organization's mission to honor God, share His love, and serve others.
 - Carry out the organizational mission of Beachmont with a drive and passion.
 - Affirm and live out Beachmont Christian Ministries's statement of faith.
 - Demonstrate the attributes of Biblically-sound servant leadership.
 - Value the input we receive from our colleagues, seasonal staff, volunteers, and guests and use it to enhance our collective efforts and experience.
 - Actively enhance and promote the Staff Team mindset of continual improvement.
 - Have fun! We work in a great environment, on a beautiful campus, with terrific people!

Key Responsibilities

- Perform daily cleaning tasks, restock bathrooms, empty trash, transport coolers, refill water coolers, assist concessions staff, and assist office staff.
- Set-up equipment for teen night and family night on Tuesdays and Fridays.
- In emergency situations, sub for senior counselors and lead a group of campers in their daily activities.
- Adhere to all Beachmont Christian Camp policies, procedures, emergency action plans, and COMAR requirements for a summer day camp.
- Responsibly use and operate Beachmont equipment after receiving proper training.
- Model Godly, professional, and appropriate behavior to campers, parents, and staff.
- Follow a full daily and weekly schedule of responsibilities.
- Disciple Junior Counselors and campers in their walk with God.
- Perform all work-related duties as assigned in a timely efficient manner.
- Attend all assigned meetings and devotions in a punctual manner.
- Supervise and engage guest teens on our Teen Nights (Tuesdays, 6:15PM - 10:15PM).

Position Requirements

- Must be 18 years old or 17 years old and graduated from high school.
- Practicing follower of Christ who is passionate about growing in their faith.
- A passion for working with children.
- A heart for serving others and a passion for completing tasks.
- Ability to manage multiple tasks.
- Be flexible while trying to complete a variety of tasks.
- Ability to adhere to safety protocols, including all policies and procedures.
- Each staff member must complete a background check in order to be hired.