

**Riverside Bible Conference Association Incorporated**

6355 County Road DD

Amherst, WI 54406

(715) 824-3198

www.riversidebiblecamp.org

**Assistant - Camp Director**  
**Job Description**

**I. Qualifications**

A. Spiritual:

A believer in the Lord Jesus Christ and demonstrates a commitment to God's Word by obedience to it and is recognized as a growing, maturing Christian and servant of Christ, with unquestioned integrity in the community.

(I Timothy 3:10)

B. Physical:

Possess the physical skills and stamina necessary to fulfill the duties.

C. Emotional:

Possess the emotional stability necessary to conduct the duties.

D. Social:

Be known by his/her ability to get along with people, motivating them without alienating them, and be gifted in relationship-building with others.

E. Education

Experience:

It is preferred that the Riverside Bible Camp (RBC) Assistant-Director have a four-year undergraduate degree and at least 5 years of leadership experience in Christian camping.

**II. Job Summary**

This position is responsible for oversight of the RBC program areas and general operations of the camp. Duties for this position include the development and effective implementation of staff policies and procedures. This individual will need to be a highly motivated individual with exceptional relational skills.

**III. Accountability**

A. Directly responsible to the Executive Director who shall supervise, advise, and encourage.

**IV. Working Responsibilities**

A. This position shall provide leadership and oversight of the following ministry areas.

- a. Programing
- b. Housekeeping
- c. Caretaking
- d. Facility Maintenance
- e. Auto Maintenance
- f. Foodservice

B. Assist the Executive Director in the implementation RBC strategic initiatives.

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**V. Supplementary Responsibilities**

- A. Set aside appropriate time to keep his/her life strong spiritually.
- B. Seek to have and maintain a convenient, compatible, and consistent spiritual outlet by participating in a local church.
- C. Remain faithful in following and enforcing the policies, philosophies, and doctrines of Riverside Bible Conference.

**VI. Notes**

- a. Please submit resume, two references, and accompanying documents to:

Riverside Bible Conference  
Attn: Darrie Nelson  
6355 County Road DD  
Amherst, WI 54406

You may email documents to:  
[darrie@riversidebiblecamp.org](mailto:darrie@riversidebiblecamp.org)

- b. A background check will be completed prior to employment.

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**Job Posting**

Riverside Bible Camp, an expanding Christian Camp ministry near Amherst Wisconsin, seeks a highly motivated, relationally-oriented individual to serve as our **Assistant - Camp Director**.

This is a leadership position working with the Executive Director to ensure that the program and general operations of the camp achieve their ministry goals. The Assistant - Camp Director will provide direct supervision of the program, housekeeping, caretaking, facility/auto maintenance, and foodservice areas.

The preferred candidate must have a passion for Christian Service and a desire to see lives changed through the saving knowledge of Christ. The ideal candidate will have exceptional interpersonal skills and at least 5 years of leadership experience in Christian Camping ministry.

Riverside Bible Camp is committed to an affordable Christian camp experience for its participants, therefore, assistance and guidance in building a network of supporters is available as this is a missionary-supported position.

Please reference the full Job description below for additional information.