

# Ministry Description

## Personnel Director

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**Responsible to:** Managing Director

**Direct Report:** Managing Director

### Objective

- The Personnel Director will serve mostly in a supervisory capacity to plan and carry out various ministry programs at Camp Peniel.

### Prerequisites

- Exhibit a living, active, and growing faith in Jesus Christ
- Be at least 19 years of age during the year of application
- Be organized, self-motivated, adaptable, responsible, and a team player
- Have experience in a camp setting and the ability to teach and lead effectively
- Have a servant's heart and a willingness to learn
- Have a high level of maturity and wisdom for dealing with staff and guests
- Have the ability to problem solve, mediate, and resolve conflicts
- Be able to communicate well with people of all ages
- Have a current criminal record check (including vulnerable sector check)
- Hold a minimum Standard First Aid certificate

### Job Outline

- Participate in staff hiring (if available)
- Help organize PRs, events, fundraisers, and rental groups
- Help plan, organize, and execute staff training (including leading sessions)
- Take part in planning and executing the summer camp program with Program Coordinator
- Create weekly schedules with Program Coordinator and staff summer schedules
- Interact with staff in multiple areas, including addressing concerns, motivating, evaluating, and disciplining with Managing Director
- Work with the Managing Director in overseeing guest & staff needs and issues
- Encourage and be a spiritual example to the staff
- Participate in all required staff activities at a high level
- Lead a weekly small group devotional in keeping with the Camp Peniel statement of faith
- Take consistent time for personal prayer and Scripture reading