Job Title: Assistant Missions Director **Date**: October 2026
Reports to: Missions Director

Purpose: This position will work alongside the Missions Director to recruit, onboard, train, and facilitate the Missionary (volunteer) position at Camp Barnabas. This position will be required to live on site at Camp Barnabas during the summer months (May-August). This position will require some traveling for recruitment throughout the year. This is a full-time, year-round position.

Description of Duties and Responsibilities:

- Recruit and fill 2,400+ missionary volunteer positions each summer.
- Maintain relationships with alumni churches and youth leaders in order to encourage returning missionaries.
- Set up meetings and travel to new locations to recruit new youth group partners.
- Work with the Barnabas marketing team to utilize social media to recruit online.
- Complete background screenings for all missionaries 18 and over.
- Ensure all missionaries and groups have completed necessary training prior to arriving at camp.
- Provide materials and/or train leadership team as needed.
- Assist with training during Barnabreaks and as needed during summer.
- Maintain communication with missionaries and group leaders throughout the year via phone and email.
- Oversee missionary and group placement in cabins over the summer.
- Facilitate missionary and group check-in over the summer.
- Ensure that individuals and groups pay their balance and complete all registration forms
- Oversee specific summer staff as directed by the Missions Director to spiritually encourage, assist in keeping them organized, and provide a safe environment.
- Oversee the Camp Office during the summer months
- Maintain American Camp Association (ACA) accreditation standards.
- ***There may be other duties assigned by the direct supervisor when necessary. This list may not be exhaustive.***

Required Skills and Abilities:

- Must have a current driver's license.
- Particular software systems (Circuitree) or computer (Google Suite) knowledge preferred.

- Professionalism and acute attention to detail.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize job responsibilities.
- Follow uniform standards and policies.
- Must address all concerns before the end of the day when Camp and/or Prep are in session to honor our commitment to safety, trust, and timely care.
- Model of Christian life in the community.

Education and Experience:

- Previous experience in a camp setting is preferred but not required.
- Experience with individuals with disabilities preferred.
- High School diploma required.
- Bachelor's degree preferred.
- Leadership experience required.
- **Must pass reference checks and background screenings, which includes sex offender registry checks, and Barnabas Protection Plan training.**

Physical Requirements:

- Must be able to lift 25-50 pounds.
- Must be able to work in the heat, cold, and elements.
- Must be able to work long hours during the summer months and respond to emergencies after dark if necessary.
- Ability to walk a mile over uneven terrain, after dark if necessary.

Printed Name: _____

Date: _____

Signature: _____