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

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**Purpose:** This position will work with the Staff Director to recruit, hire, onboard, train, and evaluate our summer staff each year. 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 exceptional people for all summer staff positions at Camp Barnabas.
- Meet with Missionaries weekly during the summer to encourage them to apply for Staff positions in the future
- Plan and facilitate recruitment trips to various colleges.
- Oversee detailed record-keeping, interview logs, hires, and employee paperwork for all summer staff.
- Assist with placement of summer staff members at Camp Barnabas.
- Assist, as needed, with recruitment for other areas of Barnabas.
- Assist in summer leadership recruitment and training.
- Assist with interviewing summer staff applicants.
- Assist with onboarding summer staff for the summer
- Be in constant communication with staff before the summer session begins.
- Assist with summer staff direction and training.
- Facilitate crucial conversations with staff members to uphold standards.
- Oversee specific summer staff (spiritually, organizationally, safety, etc)
- Review Campers with behavioral needs and work with parents, schools, therapists, and camp staff to ensure they have a plan for success while at Camp
- 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.
- Mandt Certification required and provided upon hire
- 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 required.
- 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: _____