

# Job Posting



Position	Department	Reports to	FTE	FLSA Class
Academic Camps Assistant	Event Services & Camps	Director of Event Services & Camps	.04 (Seasonal)	Non-Exempt

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

**Scope of Responsibilities:** This position entails supporting Grace faculty in the development, preparation, and facilitation of academic summer camps, as well as direct mentoring, instructing, and oversight of campers participating in the academic camp programs. This position expects completion of paid training covering, among other topics, work with minors.

**General Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Prepare and organize physical camp materials as directed by the camp faculty.
2. Facilitate camp instruction with clear communication, reinforcing taught material and encouraging order in group settings.
3. Interact personably and positively with camp participants, building appropriate rapport and relationship.
4. Utilize proper techniques and channels for managing camper behavior and potential incidents as covered in training.
5. Other camp-related duties as assigned by faculty or camp department staff.

## Qualifications:

### A. Minimum:

1. Experience or enrollment in program relevant for the specific camp assigned
2. Strong interpersonal skills
3. Strong Christian faith
4. Pass a background check (required by Grace College's Minors on Campus policy)

### B. Preferred:

1. Experience teaching or mentoring children/young adults
2. Interpersonal skills
3. Bilingual: English and Spanish

**Status: Temporary/Seasonal, Non-Exempt**

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).

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