

# Luther Heights Bible Camp

## Job Descriptions

# **LUTHER HEIGHTS BIBLE CAMP STAFF POSITIONS JOB DESCRIPTIONS**

## **FOR ALL STAFF POSITIONS:**

### **Minimum Qualifications**

- Commitment to the Christian faith, and a reasonable ability to articulate that commitment in ways appropriate to Luther Heights ministry and constituency.
- Desire and ability to live together and work with other staff and with campers in an intensive and intentional Christian community.
- Good character, integrity, adaptability, enthusiasm, sense of humor, patience, self-control
- Maturity, common sense, good judgment
- Desire and ability to live in, work in and move about the mountainous terrain in which the camp is located.
- Ability to accept guidance and supervision.
- For all staff positions except Camphands and Counselors-in-Training, at least one year beyond high school, and at least 19 years of age.

### **General Responsibilities**

- Carry out and provide necessary support for Luther Heights camping program in ways appropriate to Luther Heights Mission Statement.
- Share responsibility for shaping a community of staff, campers and other guests that is grounded in the Christian faith.
- Follow and support Luther Heights goals, policies and procedures, and interpret them to campers, guests, and other staff.
- Plan and lead worship, Bible study introductions, and group recreation as assigned.
- Prepare for and participate in staff meetings and supervisory conferences.
- Complete evaluations at the end of each camp session.
- Lead "interest groups" during camp sessions according to one's skills, background and interests, and as time and other assigned responsibilities permit.

**Intermountain Lutheran Camping Association  
Luther Heights Bible Camp  
Job Description: Camp Pastor/Director**

Position Title: Camp Pastor/Director  
Revision Date: June 1, 1986

**Mission Statement:** (adopted 1983) "The Intermountain Lutheran Camping Association exists to serve in the name of Jesus Christ. In partnership with congregations in Southern Idaho, Eastern Oregon, and Northern Utah, this Christ-centered ministry specializes in gathering people together for Christian proclamation, Renewal, Relaxation and Re-creation."

**A. PERSONAL QUALIFICATIONS**

**1. Theology**

- a. Strong personal and Lutheran theological commitment
- b. Commitment to and positive relationships with the Lutheran Church
- c. Commitment to a servant/leadership style

**2. Vision**

- a. Inspire others to see possibilities for greater service to church and community
- b. Sense of strategic timing and planning

**3. Collegiality**

- a. Ability to surround self with capable, trusting, serving people
- b. Involve variety of people in decision making
- c. Elicit trust through openness and shared leadership style
- d. Ability to develop a sense of Christian community

**4. Relationships**

- a. Responsive to needs of small groups, one-to-one, and large groups
- b. Ability to develop person-centered relationships with constituency

**B. JOB RESPONSIBILITIES**

**1. The Executive Director shall be responsible for**

- a. The day to day operations of the total camp program in accordance with the guidelines and procedures provided by the Board.
- b. The supervision of all staff
- c. Work with Board and Committee leadership
- d. Provide to the Board both short and long-range planning objectives
- e. Develop other financial resources with board approval

**2. Program Development--The Executive Director shall provide leadership for:**

- a. The development, design, execution, and evaluation of programs consistent with the ministry of the camp and its goals and objectives
- b. Providing of opportunities to listen to the needs, concerns, and hopes of constituent churches for all needs for ministry, regardless of sex, age, economic condition, or ethnic heritage.

**3. Public Relations--the Executive Director shall represent the camp which entails:**

- a. The ability and desire to express the purpose and value of camping ministry to groups and individuals.
- b. The ability to develop and maintain and keep contact with congregations and pastors forming its constituency.
- c. The ability to interpret and present the content of camping ministry program to the congregations and pastors of the constituency.
- d. The ability to cooperate with other groups and community agencies.
- e. The ability to supervise the writing, printing, and distribution of all printed materials promoting and sharing the information of the camp.

**4. Staff Recruitment--The Executive Director shall be responsible for:**

- a. The determination of all staff responsibilities (job descriptions and accountability).
- b. The recruitment of other resource persons having Christian commitment and ability to relate to people and programs, using: congregations, program specialists, District (synod) offices, National offices with Board approval.

**C. BENEFITS-- (see terms as outlined in Letter of Call) These to be reviewed annually.)**

## **Office Manager**

### **Minimum Qualifications**

- Ability to type
- Ability to use computer
- See minimum qualifications for all staff

**Responsible to:** Director

### **General Responsibility**

- Facilitate the work of the Director, particularly in office procedures, registration, and canteen management.

### **Specific Responsibilities**

1. Assist with office work, including computer data entry, record keeping, correspondence, filing, registration, reporting, handling of funds, cabin assignments, etc.
2. Operate office equipment, including computer, typewriter, copier.
3. Supervise canteen operations; provide for a neat, clean and sanitary canteen operation.
4. Provide for safe handling and storage of funds from canteen and registration according to established procedures.
5. Gather outgoing mail and take it to the mailbox. Take delivered mail to the camp office; sort mail for distribution.
6. Organize Quiet Time folders and Bible study texts for trails use.
7. Conduct inventory of canteen and office supplies and place orders when necessary to ensure timely arrival of supplies.
8. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

### **Essential Functions**

1. Ability to use computer, typewriter, copier, telephone.
2. Ability to keep neat and orderly records.
3. Ability to carry messages and supplies throughout the camp as needed.
4. Ability to maintain confidentiality .

## **PROGRAM DIRECTOR POSITION:**

**Job Overview:** To plan, develop, design, supervise, and carry out the year round camping ministry of Luther Heights Bible Camp, including the summer program, day camp, and the retreat ministry, and to serve as acting Director in the absence or the vacancy of the Director or Assistant Director (Carol Olsen) and at the request of the Director. In addition the position will entail office work.

### **Minimum Qualifications:**

1. At least 21 years of age
2. Knowledge of educational values inherent in camping, and of the group process in which the individual relationships are primary objectives
3. Skill in a broad variety of camping activities for supervisory purposes
4. Ability in organization for efficient and effective camping program
5. Adept in working with other people in a leadership capacity
6. Speak in public to large groups
7. Have a commitment to the ministry of the Church and its expression at Luther Heights.
8. Lead and train others in an effective small group experience
9. Willing and able to travel as needed
10. Communicate well with people using interviewing and counseling skills
11. Ability to write articles, letters, and brochures
12. Display leadership in instruction, nurturing and evaluation of staff
13. Ability to live and function at the Camp during May - October when no one else is on site and in intense community situations at the Camp site.

**Responsible to:** Director

### **1. Summer Program Responsibilities:**

1. Work together with the Director in all matters pertaining to program, staff activities, personnel issues, camp schedule, and consult him/her regularly concerning improvements, suggestions.
2. Coordinating the work and planning of the counselors and/or groups on a particular site.
3. Help Counselors understand their role and relationships within the program of the Camp and in the development of the interpersonal relationship within the small group.
4. Direct mealtime announcements and special programs.
5. Keep program records and evaluations as required.
6. Oversee the program and activities for all youth sessions.
7. Responsible to see that all equipment for programs is in operating order. All replacement equipment shall be requisitioned through the Director.
8. Lead staff meetings keeping the Director informed.
9. Assist Director in planning, supervising and carrying out training.
10. Responsible to oversee the Counselors and other Program staff and conduct weekly "Fireside chats" with: Off-Site Travel Staff Directors, Counselors, Camp Hands. Responsibilities for "Fireside chats" with Counselors, Camp Hands who are not under your supervision during the week in question will be your responsibility, unless other arrangements are agreed upon with the Director.
11. The "Fireside chats" with the cooks are not your responsibility.
12. Responsible to develop the weekly camp schedule and housing assignments.
13. Effectively communicate the Gospel within the content of Lutheran Theology and be committed to Luther Heights philosophy as it exists and continues to develop within the mission of the ELCA.
14. Work with the Program Committee in selecting the theme, preparing and producing the Bible Study.
15. Work in conjunction with the Director to interview and hire the summer staff
16. Evaluate the summer staff and program at the end of the summer.

**2. Promotion & Publicity:**

1. Work with Director, Promotion & Publicity Committee to produce the summer camp brochure and other specific brochures, pamphlets for specific events/programs.
2. Do “promos” at various congregations during November - May. (Congregations, Sunday Schools, etc..)
3. Represent Luther Heights at Cluster and Synod meetings as agreed upon with the Director.
4. Visit prospective member congregations to encourage them to become member congregation of the corporation.
5. Responsible for Day Camp program:
  - a. Maintain contact with congregations currently involved.
  - b. Visit new congregations who are considering utilizing LH for Day Camps.
  - c. Maintain necessary communication with Day Camp congregations, including publication of Day Camp materials to be sent out. Order supplies as needed for Day Camp.
  - d. Respond to concerns arising from Day Camps in consultation with the Director.
6. Respond to groups inquiring about Servant Events and help locate agencies to work with.

**3. Program:**

- a. Develop and implement “2 programmed retreat options” for Luther Heights constituency that would occur during the months of June, July, August, September, October. Host & lead said retreats, flexibility in cooking and other related chores as needed and agreed upon with the Director.
- b. Develop programmed retreat for Junior High Youth during winter of 1998 & following (lock-in or something else), one to take place in the eastern constituency and one in the western constituency.
- c. Develop programmed retreat for Senior High Youth during winter of 1999 & following (lock-in or something else), one to take place in the eastern constituency and one in the western constituency.
- d. Become trained to lead Church Council Training Events through the Eastern-Washington Synod. Lead such retreats as member congregation request and schedule permits.
- e. Consider the development of new programs for Luther Heights and present to options to the Director and the Program Committee.
- f. Program & implement (youth retreats or lock-ins) to take place in member congregations with significant support by the hosting congregation as schedule permits in consultation with the Director during the periods that the “summer youth sessions” are not happening.

**4. Office Responsibilities:**

1. Receive and register summer campers into camp’s database, send out confirmation information.
2. Develop products to be sold in the “Canteen” for profitable operation.
3. Maintain summer “Canteen” inventory for efficient & profitable operation.
4. Submit articles for: Brochure, Newsletters & and Bulletin inserts.
5. Assist in bulk mailing duplication and preparation.
6. Assist in building the donor base of Luther Heights Bible Camp.

**Expectations:**

1. The work week will exceed 60 hours during the summer camp sessions (June 1<sup>st</sup>-August 15<sup>th</sup>) and at other times. Luther Heights will make every attempt to “even-out” or allow more time off when “summer camp sessions” are not held with a goal of the position reflecting a 45 hour work week.
2. That you will have daily contact/meetings with the Director during the “summer camp sessions” and weekly or bi-monthly during the remainder of the year.
3. During the time when “summer camp sessions” are in session and not in session that you will take at least one day a week off.
4. Strive to maintain open communication with the Director (the Director will strive to maintain the same).
5. That you will seek to strengthen, develop, improve the overall ministry of Luther Heights Bible Camp in all that you do.
6. Timeliness in the entering of registrations, responding to inquiries, etc.. is expected.
7. That you will provide a ministry of hospitality to guests (parents, retreat participants, etc.) at the Luther Heights Camp Site when the Camp is in session.
8. That you will be available to visit informally with the Camp Board when they meet at Luther Heights and if requested meet with the Camp Board.

**Support:**

1. The Luther Heights Camp Board commits to uphold you and your ministry in prayer.
2. The Luther Heights Camp Board will create a Personnel Committee to address concerns that may arise from the Director, Program Director or future full-time personnel hired by the Camp.
3. The Personnel Committee will be made up of: an executive board member (President, Vice-President, Secretary), 3 other members selected/recruited at large from within the corporate membership. The total makeup of the Personnel Committee shall maintain a balance of 50% male and 50% female. No more than one member of said committee shall be a member of the congregation that the Director is a member of.

**Essential Functions:**

Must be able to train, observe camper behavior, identify and respond to hazards, work with different age and skill levels, plan and conduct activity. Must be computer literate and able to maintain neat and orderly records. Must be able to drive to doctor or emergency clinics in the event of an emergency. Visual and auditory ability to identify and respond to environmental and other hazards on the camp site. Physical stamina to live and work at 7,200 feet of elevation.

**Compensation:**

- Encouragement, support, prayers of the Board and staff at Luther Heights Bible Camp.
- The Salary shall be negotiable, depending on the experience and in agreement with comparable position in the ELCA Outdoor Ministires. This will be reviewed annually by the Executive Committee.
- Reimbursement for mileage for private usage will be at \$.30 a mile up to 12,000 miles.
- Reimbursement for expenses incurred in attending conventions, official meeting, recruiting trips, etc..
- Paid vacation of 2-4 weeks a year.
- Annual allocation of \$500 for continuing education and one week.

## Maintenance Supervisor

### Minimum Qualifications

- At least 21 years of age
- Good driving record
- Self-starter and organizer
- See minimum qualifications for all staff
- Should have knowledge and experience in the areas of carpentry, plumbing, electricity and general repair

**Responsible to:** Director

### General Responsibility

Provide general maintenance of buildings, grounds and equipment according to Luther Heights maintenance policies and procedures.

### Specific Responsibilities

1. Maintenance/Repair of Camp's 12 mountain bikes
2. Operate, maintain, and keep records concerning the camp vehicle(s) according to vehicle policies and procedures.
3. Complete the Monthly Maintenance/Safety Form at the start of each month
4. Make hauling trips to town for food and other supplies and for necessary camper/staff transportation.
5. Make purchases in town of items recorded on the "Needed in Town" list, recording purchase price on the list at the time of purchase. Save all receipts and invoices, and turn them in to the camp office upon returning.
6. Be responsible for all camp tools and equipment according to camp policies and procedures, checking them out and in, seeing that tools are used correctly, and stored properly.
7. Report to the Director any need for additional tools or tool repair that cannot be accomplished at camp.
8. Supervise camper/staff service projects, helping to line up necessary materials and equipment, and making sure projects are done properly and, safety. If you are going to be gone during service projects, make necessary arrangements with responsible staff; and check upon your return to see that arrangements were carried out properly.
9. Keep the storage areas in and around the Maintenance Building clean and orderly.
10. Monitor inventory of maintenance supplies and equipment, and place orders when necessary with Director or Head Cook to ensure timely arrival of supplies.
11. Do various maintenance projects that arise: fixing, repairing, building, or replacing as necessary.
12. Maintain inventory of maintenance supplies and equipment.
13. Maintain grounds and facilities to reduce risk of danger or injury to persons using them.
14. Monitor septic systems.
15. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.
16. Responsible for the safety of the entire campsite.

### Essential Functions

1. Ability to use equipment and tools safely and effectively.
2. Ability to safely operate manual and automatic transmission vehicle(s).
3. Ability to observe what maintenance projects need to be done.
4. Strength and endurance to lift, dig, load, unload, repair, etc.
5. Ability to communicate with staff and campers when supervising projects and/or providing tool safety and usage training.



## **Service Aid**

### **Minimum Requirements**

- See minimum qualifications for all staff

**Responsible to:** Health Care Manager

### **General Responsibility**

Manage kitchen and cleaning laundry, and manage bath house hospitality supplies and service.

### **Specific Responsibilities**

1. Provide for daily laundry (kitchen and cleaning items), and provide for proper storage of all items.
2. Inspect to see that all bath houses are cleaned daily according to establish procedures, to insure clean, sanitary facilities.
3. Insure that cleaning supplies are properly stored in appropriate locations.
4. Maintain a neat and clean Laundry Room.
5. Monitor inventory of cleaning supplies and equipment, and place orders when necessary with Director or Head Cook to ensure timely arrival of supplies.
6. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

### **Essential Functions**

1. Ability to lift and carry cleaning and hospitality supplies around the camp
2. Ability to monitor cleanliness of bath houses and laundry room.

## Health Care Manager

### Minimum Qualifications:

- Current CPR and first aid certifications.
- See minimum qualifications for all staff

**Responsible to:** Director

### General Responsibilities:

Working under a physician's directions to serve as the health manager for the camp; supervise health and cleanliness standards, work with camp director and staff, and help provide adequate physical health conditions for all.

### Specific Responsibilities:

1. Conduct and supervise health screening of campers when they arrive at camp.
2. Receive, store and dispense all camper medications in the on-site program, and supervise medication procedures with trails staff.
3. Conduct inventory of supplies and place orders when necessary to ensure timely arrival of supplies.
4. Follow appropriate health care routines including record keeping in the daily medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved procedures.
5. Coordinate coverage of the Health Office; be available in the Health Office at specified times; be available of emergency health response at all times, or provide for appropriate coverage of these duties by other staff.
6. Prepare first aid kits for trails use; check them out and in according to established procedures.
7. Make appointments, when necessary, with health care personnel in Stanley or other communities.
8. Maintain in readily accessible manner health forms of all campers and adult, advisors who are at camp. Take health forms to camp office at the end of each session for permanent storage.
9. Complete and maintain accident reports and incident reports that can be used for risk-management assessment.
10. Monitor health of all staff.
11. Monitor and evaluate camp procedures, facilities, and conditions and suggest modifications that would create more healthful conditions in the camp.
12. Assist in preparing and training other staff in health care responsibilities.
13. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

### Essential Functions:

1. Ability to drive to doctor or emergency treatment locations.
2. Ability to lift and/or assist injured/ill campers or staff.
3. Ability to read prescriptions and health exams from physicians or pharmacists.
4. Ability to get to remote locations on camp property quickly.
5. Ability to use telephone.
6. Ability to observe and assess unsanitary or unhealthy conditions at camp.
7. Ability to originate, update, and monitor health care, maintain records, and implement health care plan.

## **Trails Room Coordinator**

### **Minimum Requirements**

- Minimum qualifications for all Staff
- Appreciation for order and attention to details

**Responsible to:** Director

### **General Responsibility**

Prepare and coordinate use of equipment for trails programs according to Luther Heights Policies and Procedures.

### **Specific Responsibilities**

1. Organize, prepare, re-package, check out and check in food and equipment items for hiking, overnights and backpacking programs according to established policies, procedures, checklists, and authorized menus.
2. Provide for efficient, cost-effective use of available equipment and supplies.
3. Monitor inventory of trails room supplies and equipment, and place orders when necessary with Director or Head Cook to ensure timely arrival of supplies.
4. Coordinate maintenance and repair for trails equipment.
5. Keep timely records of departure and return information for all groups leaving the camp on hikes, overnights and backpacks; submit records to office for permanent keeping.
6. Assist in orientation of trails groups prior to their departure.
7. Maintain a neat and orderly Trails Room.
8. Supervise the work of the Trails Room Assistant when that position is filled. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

### **Essential Functions**

1. Ability to lift, unload and move food and supplies.
2. Ability to use Trails Room equipment safely, including camp stoves, electrical and mechanical equipment.
3. Ability to maintain appropriate inventories of food and supplies.
4. Ability to determine cleanliness of dishes, food contact surfaces, and food service areas.
5. Ability to assess condition of food.

## **Assistant Cook**

### **Minimum Qualifications**

- See minimum qualifications for all staff

**Responsible to:** Head Cook

### **General Responsibility**

Assist the Head Cook with food preparation and other kitchen responsibilities.

### **Specific Responsibilities**

1. Assist in preparing foods, including washing/peeling vegetables, preparing poultry, meats, breads, soups, desserts, etc., weighing and measuring foods.
2. Store and utilize leftovers in safe and cost-effective manner.
3. Clean utensils and food service area, carry pots and pans, distribute food and supplies.
4. Help receive and properly store food and other supplies.
5. Some cleaning of utensils, pots and pans will be required. The majority of the dishroom duties will be done by the Camphands. Be conscious of the work load you place on the dishroom.
6. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

### **Essential Functions**

1. Ability to lift, unload and move food, supplies and dishes.
2. Ability to use kitchen equipment safely, including electrical and mechanical equipment.
3. Ability to maintain appropriate inventories of food and supplies.
4. Ability to determine cleanliness of dishes, food contact surfaces, and food service areas.
5. Ability to assess condition of food.

## Head Cook

### Minimum Qualifications

- Supervisory skills
- Ability to relate well to others
- Knowledge of standards of food preparation, serving, and kitchen procedures
- See minimum qualifications for all staff

**Responsible to:** Director

### General Responsibility

Supervise the entire food service, according to Luther Heights food service policies and procedures.

### Specific Responsibilities

1. Supervise all kitchen food preparation.
2. Supervise and train Assistant Cooks and Camphands.
3. Supervise dish-washing program and notify the Director of problems or methods of improvement.
4. Plan menus to provide tasty, nutritious and cost-effective meats, and maintain menu files.
5. Supervise pantry, cooler and freezer storage.
6. Monitor food and supplies inventory, and order as needed for efficient, cost-effective use.
7. Provide for storage and utilization of left-overs in safe and cost-effective manner.
8. Help receive and properly store food and other supplies.
9. Supervise and participate in preparation of food.
10. Maintain a clean, sanitary food service.
11. Provide for daily recording of cooler, freezer, refrigerator and dishwasher temperatures.
12. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

### Essential Functions

1. Ability to lift, unload and move food, supplies and dishes.
2. Ability to use kitchen equipment safely, including electrical and mechanical equipment.
3. Ability to maintain appropriate inventories of food and supplies.
4. Ability to determine cleanliness of dishes, food contact surfaces, and food service areas.
5. Ability to assess condition of food.

## Counselor

### Minimum Qualifications

- See minimum qualifications for all staff

**Responsible to:** Program Director and Director. At times also responsible to Support Staff who are in supervisory roles (e.g. Assistant Program Director, Travel Staff Program Director, Head Cook, Trails Room Coordinator, Secretary, Health Care Manager, Maintenance Supervisor).

### General Responsibility

- Assume responsibility for safety, health, social development and spiritual growth of assigned campers.

### Specific Responsibilities

1. Learn the likes, dislikes, hopes and special needs of assigned campers.
2. Recognize and respond to opportunities for problem solving in the group.
3. Develop opportunities for interaction between campers and staff.
4. Provide opportunities for discussion of individual or group problems or concerns.
5. Help each camper meet the goals established by the camp for camper development.
6. Carry out established roles for supervising camper health.
7. Carry out established roles in enforcing camp safety regulations.
8. Instruct campers in emergency procedures.
9. Show a positive Christian influence to Campers at all times and be alert to their spiritual needs.

### General Responsibility

- Carry out camp programs.

### Specific Responsibilities

1. In on-site program, reside in cabin and provide supervision for campers assigned to cabin, including personal hygiene, rising and retiring times, cabin clean-up.
2. In on-site program, lead "family group" or "cabin group" in program activities, including Bible study and discussion, service projects, hiking and overnights, games and other recreation, small-group worship, and cleaning duties in kitchen and bath house.
3. In trails programs and Servant Events, lead Backpack, Trails or Sawtooth Wilderness Stewardship groups, working closely with one other counselor.
4. Help campers plan their participation in "interest groups", cabin groups and camp-wide programs, special events, and activities.
5. Serve in Support Service positions one or more sessions as assigned.
6. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

### Essential Functions

1. Strength and endurance to maintain constant supervision of campers.
2. Ability to communicate and work with assigned campers, and to provide them with necessary instruction.
3. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
5. Mobility, strength and endurance to lead campers on hikes, overnights, and longer-term backpacks in mountainous terrain.

## Counselor-in Training

### Qualifications:

- Must be a high school graduate
- See minimum qualifications for all staff

**Responsible to:** Counselor, Program Director, Director. At times also responsible to Support Staff who are in supervisory roles (e.g. Assistant Program Director, Travel Staff Program Director, Head Cook, Trails Room Coordinator, Secretary, Health Care Manager, Maintenance Supervisor).

### General Responsibility

- Assume responsibility for safety, health, social development and spiritual growth of assigned campers.

### Specific Responsibilities

1. Assist the Counselor that you are teamed with for the week.
2. Learn the likes, dislikes, hopes and special needs of assigned campers.
3. Recognize and respond to opportunities for problem solving in the group.
4. Develop opportunities for interaction between campers and staff.
5. Provide opportunities for discussion of individual or group problems or concerns.
6. Help each camper meet the goals established by the camp for camper development.
7. Carry out established roles for supervising camper health.
8. Carry out established roles in enforcing camp safety regulations.
9. Instruct campers in emergency procedures.
10. Show a positive Christian influence to Campers at all times and be alert to their spiritual needs.
11. Assist the Counselor you are teamed with for the week.

### General Responsibility

- Carry out camp programs.

### Specific Responsibilities

1. Assist the Counselor that you are teamed with for the week.
2. In on-site program, reside in cabin and provide supervision for campers assigned to cabin, including personal hygiene, rising and retiring times, cabin clean-up.
3. In on-site program, lead "family group" in program activities, including Bible study and discussion, service projects, hiking and overnights, games and other recreation, small-group worship, and cleaning duties in kitchen and bath house.
4. In trails programs and Servant Events, lead Backpack, Trails or Sawtooth Wilderness Stewardship groups, working closely with one other counselor.
5. Help campers plan their participation in "interest groups", cabin groups and camp-wide programs, special events, and activities.
6. Serve in Support Service positions one or more sessions as assigned.
7. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

### Essential Functions

1. Strength and endurance to maintain constant supervision of campers.
2. Ability to communicate and work with assigned campers, providing them with necessary instruction.
3. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
5. Mobility, strength and endurance to lead campers on hikes, overnights, and longer-term backpacks in mountainous terrain.

## Camp Hand

### Minimum Qualifications

- See minimum qualifications for all staff
- Completed at least their Freshman year of high school

**Responsible to:** Head Cook and Director. At times also responsible to Support Staff who are in supervisory roles (e.g. Assistant Program Director, Travel Staff Program Director, Head Cook, Trails Room Coordinator, Secretary, Health Care Manager, Maintenance Supervisor.

### General Responsibility

The Camp Hand employee is an investment by High School student in service to the Camp. It is, incidentally, a part of the progression into the Counselor positions of the Camp, but is primarily a summer of service to the Camp in the areas of washing dishes and cleaning.

### Specific Responsibilities

#### Kitchen

1. Supervision of staff and campers in dish washing procedures.
2. Responsible for all dish washing and the cleanliness of the dish room.
3. Responsible for sweeping and mopping of the kitchen floor
4. Responsible for keeping the stairs going up to the food storage area and the food storage area clean.
5. Responsible for emptying the garbage from the kitchen after each meal and the lodge as needed.

#### Lodge:

1. Responsible for keeping the lodge clean
2. Responsible for keeping the lodge supplied with firewood

#### Bathhouses:

1. Responsible for cleaning all the bathhouses as needed (usually this requires checking them three times a day) Often campers or other staff will clean them, but you need to check them and clean as needed.

#### Program:

1. Assist Counselors when you want to be involved.
2. Assist with recreational program when you want to be involved.
3. Assist in operating the Canteen as scheduled.

#### Other:

1. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

### Essential Functions

1. Strength and endurance to maintain constant supervision of campers.
2. Ability to communicate and work with assigned staff members and to live in community.
3. Ability to lift cleaning supplies and deliver around campsite.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
5. Mobility, strength and endurance to do the specific responsibilities listed above.



## **Lifeguard**

### **Minimum Qualifications:**

- Must be certified with the American Red Cross in lifesaving, (WSI is preferred)
- See minimum qualifications for all staff

**Responsible to:** Program Director and Director

### **General Responsibilities:**

- Safety of all waterfront activities

### **Specific Responsibilities:**

1. Responsible for the water and swimming program of the campsite and to be in charge of this program.
2. Establish a check-in and check-out system for all swimmers
3. Lifeguard and supervise other Staff lifeguard assistants
4. Teach water safety and swimming regulations and procedures during Staff Training.
5. Regularly check all waterfront equipment and repair as needed, if necessary consult with Director.

### **Essential Functions**

1. Strength and endurance to maintain constant supervision of campers.
3. Ability to communicate and work with assigned staff members and to live in community.
3. Ability to lift cleaning supplies and deliver around campsite.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
5. Mobility, strength and endurance to do the specific responsibilities listed above.

## **Assistant Program Director/Counselor**

### **Minimum Qualifications**

- At least 21 years of age
- Experience on the Luther Heights Staff as a Counselor
- See minimum qualifications for all staff

**Responsible to:** Director, Program Director

### **General Responsibilities**

In the absence of the Program Director or at the Program Director's asking, the Assistant Program Director will assume all the responsibilities of the Program Director as outlined in the Program Director's job description.

- Implementation of the Camp's program on a particular site location.
- Provide careful and thoughtful preplanning, workable and practical program activities.
- Provide opportunities for close Christian fellowship through programs.
- Demonstrate social concerns for group living, an awareness of time and place, and sensitivity to Staff leadership image.
- Alert to camper needs, flexibility, resourcefulness, and aptitude in speaking and communicating to groups.

### **Specific Responsibilities**

1. When the Program Director is functioning in his/her capacity you will serve as his/her assistant.
2. When the Program Director is absent or unavailable, responsibilities are that of the Program Director as defined in the Program Director's job description.
3. Participate in leading segments of the staff training.
4. During on-site sessions, you will have additional responsibilities in serving as a worship resource person.
5. Situations usually arise which require the attention of the Program Director when on-site at Luther Heights. In those situations, the Program Director may delegate his/her responsibilities to the Assistant Program Director until he/she is able to resume his/her duties.
6. At times, you will be assuming the responsibilities of a Travel Staff Program Director as defined in that job description.

### **Specific Responsibilities while at a Day Camp**

1. Responsible for the carrying out the off-site Day Camp program as explained during staff training and according to written information given to the local congregation.
2. Responsible for holding staff meetings each day at the Day Camp.
3. Responsible for the safety of campers and staff while at the Day Camp site.

### **Specific Responsibilities when serving as Assistant Program Director for Introduction to Camp:**

1. Work in conjunction with Director and Program Director.
2. Serve as worship leader for opening and closing worships.
3. Hold staff meetings daily with Introduction to Camp staff members.
4. Help coordinate schedule and help to keep general flow of program on track.

### **Essential Functions**

1. Strength and endurance to maintain constant supervision of campers.
2. Ability to communicate and work with assigned campers, and to provide them with necessary instruction.
3. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
5. Mobility, strength and endurance to lead campers on hikes, overnights, and longer-term backpacks

## **Lifeguard**

### **Minimum Qualifications:**

- Must be certified with the American Red Cross in lifesaving, (WSI is preferred)
- See minimum qualifications for all staff

**Responsible to:** Program Director and Director

### **General Responsibilities:**

- Safety of all waterfront activities

### **Specific Responsibilities:**

1. Responsible for the water and swimming program of the campsite and to be in charge of this program.
2. Establish a check-in and check-out system for all swimmers
3. Lifeguard and supervise other Staff lifeguard assistants
4. Teach water safety and swimming regulations and procedures during Staff Training.
5. Regularly check all waterfront equipment and repair as needed, if necessary consult with Director.

### **Essential Functions**

1. Strength and endurance to maintain constant supervision of campers.
2. Ability to communicate and work with assigned campers, and to provide them with necessary instruction.
3. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
5. Mobility, strength and endurance to lead campers on hikes, overnights, and longer-term backpacks in mountainous terrain.

## **AQUATIC DIRECTOR / DAY CAMP COORDINATOR**

### **Minimum Qualifications:**

- Willingness to be a coordinator for 2-3 Day Camps and 1-2 Servant Events in Twin Falls
- Must be certified with the American Red Cross in lifesaving, (WSI & Canoe certification is preferred)
- See minimum qualifications for all staff

**Responsible to:** Program Director and Director

### **General Responsibilities:**

- Safety of all waterfront activities

### **Specific Responsibilities:**

1. Responsible for the water and swimming program of the campsite and to be in charge of this program.
2. Establish a check-in and check-out system for all swimmers
3. Lifeguard and supervise other Staff lifeguard assistants
4. Teach water safety and swimming regulations and procedures during Staff Training.
5. Regularly check all waterfront equipment and repair as needed, if necessary consult with Director.
6. Luther Heights will have a canoe trailer next year. Preferably, this person would be willing to transport the canoes to Perkins, Alturas or Redfish Lake as needed to meet program objectives.

### **Essential Functions**

1. Strength and endurance to maintain constant supervision of campers.
2. Ability to communicate and work with assigned campers, and to provide them with necessary instruction.
3. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
5. Mobility, strength and endurance to lead campers on hikes, overnights, and longer-term backpacks in mountainous terrain.

## Lodge Supervisor/Office Assistant

### Minimum Qualifications

- See minimum qualifications for all staff
- Completed at least their Senior year of high school
- Good driving record
- Self-starter and organizer
- General knowledge and experience in the areas of carpentry, plumbing, electricity is helpful

**Responsible to:** Director At times also responsible to Support Staff who are in supervisory roles (e.g. Program Director, Head Cook, Secretary, Health Care Manager)

**General Responsibility:** To assure that the public areas of the Camp are well maintained, to complete minor maintenance tasks, assist with kitchen tasks as requested, assist in Camp Office.

### Specific Responsibilities

#### Kitchen

- Maintenance of the dishwasher
- Responsible for keeping the stairs going up to the food storage clean and the food storage area clean.
- Responsible for emptying the garbage from the kitchen after each meal and the lodge as needed.
- Assist the cooks as needed in getting the food deliveries put away
- Assist the cooks as needed in getting dry goods moved down into the kitchen

#### Lodge:

- Start fires in the main lodge in the morning as requested by the Head Cook or Program Director
- Responsible for keeping the lodge swept, clean
- Supervise the set up of tables and chairs in the lodge
- Responsible for keeping the lodge supplied with firewood
- Help keep the recyclables under control (aluminum, steel, cardboard)

#### Laundry:

- Responsible to do the kitchen laundry daily
- Responsible to do the cleaning rag laundry as needed

#### Office:

- Data entry, computer work, deposits
- Other Office tasks

#### Canteen:

- Responsible along with Camphands for cleanliness of canteen area
- Responsible to monitor inventories and place orders with Program Director or Director for supplies.

cont.

Other:

- Maintenance/Repair of Camp's 12 mountain bikes
- Operate, maintain, and keep records concerning the camp vehicle(s) according to vehicle policies and procedures.
- Help supervise camper/staff service projects, helping to line up necessary materials and equipment, and making sure projects are done properly and safety.
- Keep the storage areas in and around the Maintenance Trailer clean and orderly.
- Monitor inventory of maintenance supplies and equipment, and place orders when necessary with Director or Head Cook to ensure timely arrival of supplies.
- Do various minor maintenance projects that arise: fixing, repairing, or replacing as qualified
- Maintain grounds and facilities to reduce risk of danger or injury to persons using them.
- Collect garbage daily from the kitchen and from around the camp weekly at least or as needed in the Camp pickup and put into the dumpster
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

**Essential Functions**

- Strength and endurance to monitor supervision of campers with an eye for safety.
- Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
- Mobility, strength and endurance to do the specific responsibilities listed above.
- Ability to safely operate manual and automatic transmission vehicle(s).
- Ability to use equipment and tools safely and effectively.
- Ability to observe what maintenance projects need to be done.
- Strength and endurance to lift, dig, load, unload, repair, etc.
- Ability to communicate with staff and campers when supervising projects and/or providing tool safety and usage training. Ability to communicate and work with assigned staff members and to live in community

