

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 18 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.

Summer Program Director Position:

Job Overview: To plan, develop, design, supervise, and carry out the summer camping ministry of Luther Heights Bible Camp, including the summer program, day camp, servant events, retreat ministry, and to serve as acting Director in the absence or the vacancy of the Director, Assistant Director 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 individual relationships are primary objectives.
3. Skilled 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. Ability to 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.

Responsible to: Director

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 programming 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 staff training.
10. Responsible to oversee the Counselors and other Program staff and conduct weekly "Fireside chats" (evaluations) with staff.
11. Responsible for developing the weekly camp schedule and housing assignments.
12. Effectively communicate the Gospel within the content of Lutheran Theology and be committed to the Luther Heights philosophy as it exists and continues to develop within the mission of the ELCA.
13. Evaluate the summer staff and program at the end of the summer.

Expectations:

1. The workweek will exceed 60 hours during the summer camp sessions (June 1st-August 15th). For some of those hours you may need to be on-site for emergencies but would not have scheduled responsibilities.
2. That you will have daily contact/meetings with the Director during the summer camp sessions.
3. Strive to maintain open communication with the Director.
4. That you will seek to strengthen, develop, and improve the overall ministry of LHBC in all that you do.
5. Timeliness in the entering of registrations, responding to inquiries, etc. is expected.
6. That you will provide a ministry of hospitality to guests (parents, retreat participants, etc.) at LHBC.
7. That you will be available to visit informally with the Camp Board when they meet at LHBC and if requested meet with the Camp Board.

Essential Functions:

Must be able to train staff, observe camper behavior, identify and respond to hazards, work with different age and skill levels, plan and conduct activities. Must have a vibrant faith in Jesus Christ and be grounded in Lutheran theology. 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. Have 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.
- Room and board will be provided with a value of approximately \$100.00 a week.
- Reimbursement for mileage will be at the standard rate set by the Internal Revenue Service.
- Salary negotiable depending on experience.