

Lutheran Retreats, Camps and Conferences
Job Description - Program Staff
(Revised 4-06)

Position: Program Staff - Responsible for supervising staff, implementing and delivering program, overseeing health and safety and facilitating daily physical, emotional, and spiritual care of campers. Seasonal position.

Responsible to: Program Director and Camp Director

Qualifications:

1. Understanding of the philosophy and mission of the Evangelical Lutheran Church of America and the programs of Lutheran Retreats, Camps and Conferences.
2. Strong commitment to the care and appreciation of God's creation and the desire to communicate and practice that with other staff and students.
3. Preferably at least 21 years of age with previous camp experience and demonstrated leadership ability.
4. Must have interest in living and working in a "servant oriented" Christian community.
5. Must be flexible and willing to help in all areas of camp life.

Specific Responsibilities:

1. Preparation
 - a. Familiarization with the summer camp program and personnel policies prior to arrival at camp as indicated in pre-arrival mailings.
 - b. Participation in leadership staff training and the summer staff training session.
 - c. Coordinate with the Program Director on specific areas of responsibility.
2. Program Implementation
 - a. Help to facilitate relevant areas of staff training.
 - b. Be responsible for the safety and welfare of all campers and staff during their entire stay at camp.
 - c. Serve as a "family group leader," working with one family group during the week, leading morning rotations, cookouts, special programs, and providing support to counselors and camp staff.
 - d. Lead evening all-camp activities and theme meals.
 - e. Facilitate planning and leading of one worship and campfire each week.
 - f. Lead daily recreation activities, and participate in all camp and community building activities, worships, devotions, singing, camp store, and all other activities necessary for the support of the program as directed by the Program Director.
 - g. Responsible for certain areas of camp, which include, but are not limited to: camp store, registration & scheduling, arts & crafts, swimming pool, and archery.
 - h. Relate to pastors and youth directors attending the program on a daily basis.
 - i. Provide continual support and guidance and act as a role model for other staff.
 - j. Help develop program materials and new program activities.
 - k. Meet directly with the Program Director to discuss staff development and to plan special activities and events for staff.
 - l. Participate in regular evaluations of staff and prepare written end of the summer evaluations of program areas.
 - m. Submit all relevant paperwork in a timely manner.
3. Camp and Community Life
 - a. Participation in a shared community living situation with other staff.

- b. Participation in community worship, prayer and devotions, community work projects, and social events.
- c. Staff will share responsibilities for dishes, kitchen help, camp cleaning, office assistance, maintenance assistance, and other tasks necessary to provide good service and hospitality to the guests as required by the Camp Director.
- d. Staff will eat with camp guests when on site.

Compensation:

- 1. Total summer benefit package of \$2,000 based upon 10 weeks of employment.
- 2. Housing and board provided on-site, including off times.
- 3. Staff members will work six days a week with occasional weekend responsibilities.