

Ministry: Associate Director
Classification: Year-round Exempt from Overtime
Reports to: Camp Director



Position Purpose:

The Associate Director (AD) is the "I'll do it!" staff at Camp Concordia. The AD is responsible for introducing the children to the love of Jesus Christ through various camp activities (Bible studies, games, swimming, boating, hiking, etc.) while maintaining a safe environment for campers in cabins and activity groups, retreat and family groups and other service groups.

The AD assists the Camp Director with the development, management and vision of camp, including activities and staff; particularly in the Director's absence. They are to organize and operate Camp Business Office as per responsibilities.

Since Camp Concordia is a smaller camp, the AD could lead in Kitchen meal preparation, Lifeguarding for a retreat group, Program Coordinator for the day or Maintenance head chief (all in the same day) – depending on other year-round staff skills and availability. Each of the Camp Concordia staff support, as asked, the camp Openings, Bible Adventures, Campfire Devotions, etc.

Ministry Functions: Please note, this describes an excess of functions; a list of ideals. The ideal Associate Director (AD) will identify several functions as a starting base and find several others to work toward, potentially needing to study and learn new skills through other year-round staff, through a board member, or through the internet (i.e., YouTube) and books.

1. **Compliment the Camp Director's Skills:** The camp director, in cooperation with the AD, will identify all staffs' skills and availability; and delegate duties to the AD. This will be used to develop a well fitting ministry position description.
2. **LCMS Theology:** able to adequately express teaching in accordance with LCMS theology and to agree with the camp's Faith Statement.
3. Ideally this person is a *Sensor* in the MBTI; detailed in their approach to organization, editing, etc. They have a need for cleanliness and are willing to learn. Always willing and able to assist in support areas where need arises, and expertise allows.
4. **Planning**
 - a. **Office:** Maintain a professional office environment and process; including
 - i. Helping to maintain a clean working environment for all staff,
 - ii. Doing "sit down" work in the office to be available for questions, brainstorming, other office duties (i.e., answering phone, meeting guests) and possible staff support.
 - iii. Collecting financial contributions associated with these activities and deposit funds to Camp account.
 - iv. Directing Camp mail to applicable individuals.
 - v. Answering phone and responding to phone, email, Facebook and texted requests.
 - vi. Filing required items needed to obtain youth camp licenses, permits and certifications.
5. **Finance & Funding**
 - a. **Development:** All staff are part of development of donor funding; including
 - i. Obtaining data for potential donors,
 - ii. Identifying and seeking contributions from individual donors for special projects,
 - iii. Identifying and seeking contributions from donors on a recurring basis, and
 - iv. Helping to acknowledge all gifts promptly (normally within 48 hours) as assigned.
 - b. **Finance:** Support Director, as needed, in identifying needs, including:
 - i. Researching and writing portions of overall budget,

- ii. Maintaining good financial stewardship in all purchasing.
- 6. **Program:** When assigned:
 - a. Design, write and execute programs for a variety of age groups,
 - b. Train other professionals and novices to lead those programs (e.g. archery, orienteering, outdoor cooking, parenting seminars, etc.),
 - c. Facilitate in challenge course; including testing and processing personality types and learning styles with adult groups. This requires an equivalent ACCT certification for the level of facilitation or equivalent experience.
 - d. Maintain a Deep-Water Lifeguarding certification and possibly train as a Lifeguarding Instructor.
 - e. Support the Camp Director in:
 - i. Developing the Summer Youth Camp Program.
 - ii. facilitating and/or leadership of camp activities and all staff meetings.
 - iii. being alert to the health and safety needs of all campers and staff.
 - iv. Providing a positive Christian influence for campers and be alert to their spiritual needs.
- 7. **Personnel**
 - a. Support the Camp Director in summer ministry staff hiring and training
 - b. Support the Camp Director in providing personal guidance to campers and counselors by example, leadership, and compassion.
 - c.
- 8. **Property:** Support the Camp Director in the following:
 - a. Being a responsible for the stewardship of all camp facilities and equipment.
 - b. Identify problems and inform Building and Maintenance Chairperson for resolution.
 - c. Be mechanically able to repair without wasting finances.

Minimum Qualifications and Experience:

- 1. A dedicated Christian with membership in a LC-MS congregation
- 2. Must be at least 21 years of age. Have prior leadership experience in an organized camp or related program.
- 3. The ideal candidate shall possess skills in:
 - a. Administration: Generally able to organize personal office duties, phone calls and contacts; and be disciplined enough to rest well and assigned take days off so fully engaged in ministry
 - b. Leadership and group activities: A varied toolbelt of abilities connected to camp programming, including the ability to facilitate challenge course, belay high ropes, swim and lead singing with an instrument
 - c. Teaching methods: Ideally, an understanding and experience with Kolb's learning cycle
 - d. Recreational activities: Ability to explain and demonstrate several
 - e. Nature crafts: Willingness to gain skills and focus on leading others in using natural items for creative and multi-session crafts.
 - f. Maintenance: Willingness to do anything necessary, cleaning and repair, with the attitude of a learner and the determination of one who fixes things they brake or they found broken
- 4. Understanding and compliance with Camp Concordia's Mission Statement.
- 5. Willingness to serve and perform tasks beyond those assigned.
- 6. Ability to lead and work with others to achieve outcomes.
- 7. A positive role model and motivator.
- 8. Love and concern for others.
- 9. Good stewardship of time, talents and treasures.
- 10. Spiritual and emotional maturity.
- 11. Have ability to lead and organize staff, campers, retreat participants and various aspects of the Camp Programs.
- 12. Should be able to run or jog ½ mile without stopping and still be able to walk and engage with children. Should be able to lift 30 lbs. regularly and 50 lbs. occasionally. Ideally, should be able to see a person, in order to make a water rescue, 20 feet away without glasses.