

LAKEVIEW MINISTRIES

DIRECTOR OF OPERATIONS JOB DESCRIPTION

Required Qualifications

1. Possess at least a bachelor's degree from a post-secondary institution **and** have at least four years of job-related experience **or** have 8 years of job related experience without a degree.
2. Dedicated Christian who is willing to share their faith in Christ with others.
3. Desire and ability to work outdoors with children, youth, families, and adults.
4. Ability to train, lead and supervise full time, part time, and summer staff members, junior staff and general volunteers.

Desired Qualifications

1. Member in good standing of the Lutheran Church-Missouri Synod.
2. Rostered Lutheran Church – Missouri Synod church worker or willingness to pursue a call through the colloquy program.
3. Previous experience as a member of a summer camp staff.
4. Training and certifications in lifesaving, CPR, and/or First Aid.
5. Possess the ability to lead others in group activities, especially leading devotional and recreational activities.
6. Proficient with utilizing computer programs and web-based applications.
7. The ability to play guitar and lead a group in singing.
8. Experience in the facilitation of a high-ropes challenge-course program.
9. Willingness to experience outdoor living and to teach/learn new skills.
10. Ability to accept supervision and guidance.
11. Ability to creatively schedule programs, facilities, and staff.
12. Possess imagination, a sense of humor, patience, conviction, sincerity, enthusiasm, initiative, self-control, adaptability, willingness to learn, integrity, ingenuity, a sense of spiritual direction, and the presence of God in his/her life.

To Whom Responsible

The Executive Director in terms of training, work assignments, supervision, evaluation, and personnel practices.

General Responsibilities

1. As a member of the Lakeview Ministries team, assist with staff recruitment, marketing, guest group hosting, and other duties for the benefits of both campsites.
2. Assist the Executive Director in all aspects of staff leadership for the Camp Lakeview and Lakeview Villages campsites.
3. Exert positive Christian influence with campers, guests, and staff at all times.
4. Understand, interpret, and maintain the camp's standards and policies paying particular attention to the organizations statement of beliefs and mission statement.
5. Represent the camp and its purpose when you are in public.
6. Possess an attitude and actions which continually reflect that Christ lives within you and that you view your position as an opportunity to be in His service.

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Specific Responsibilities to the Summer Camp Program

- Along with your supervised staff coordinate all summer camp program needs including, but not limited to:
 - Schedules.
 - Chapel visits, marketing, and promotions.
 - Registration, pre-camp communications, and camper check-in.
 - Staff and junior staff recruitment, selection, training, and managing.
 - Securing needed supplies and equipment.
 - Evaluations and improvements.

Specific Responsibilities During Non-Summer Programs and Retreats

- Along with your supervised staff coordinate all non-summer program and retreat needs including, but not limited to:
 - Planning, marketing, and preparations for Lakeview Ministries Programs.
 - Planning, preparations, hosting, and billing for guest groups.

Other Responsibilities

- Train, schedule, assign, supervise, and evaluate the Full Time Program Director(s).
- Sustain staff and volunteer morale, fellowship, spiritual well-being, and team unity.
- Evaluate current operations and make recommendations as they arise.

As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview Ministries.

LAKEVIEW MINISTRIES -- OWNED & OPERATED BY OUR LORD!															
SOUTH CENTRAL LUTHERAN CAMP ASSOCIATION, INC.															
BOARD OF DIRECTORS															
EXECUTIVE DIRECTOR															
CAMP LAKEVIEW / LAKEVIEW VILLAGES										Administrative Assistant	DIRECTOR OF MINISTRY RELATIONS	LAKEVIEW SPRINGS DIRECTOR OF OPERATIONS			
DIRECTOR OF OPERATIONS											Ministry Relations Assistant	Caretakers			
FOOD SERVICE COORDINATOR		PROGRAM DIRECTORS						DIRECTOR OF FACILITIES							
Lead Cooks	Assistant Cooks	Coordinators First-Aid	Counselors	Wranglers	Jr. Staff Coordinators	High Ropes Coordinators	Specialists	Media	Summer Program	Adventure Specialist	Waterfront Coordinators	Arts & Crafts Coordinators	Maintenance Assistant	Housekeepers	Groundskeepers
Volunteers and Junior Staff															
Summer campers, Retreat guests, and other users of Lakeview Ministries facilities.															