



CAMP LONE STAR
2016 Camp Lone Star Road
La Grange, TX 78945
(979) 968-1657

DIRECTOR OF GUEST SERVICES

MINISTRY DESCRIPTION

OVERVIEW

The Director of Guest Services is to serve Camp Lone Star by carrying out the Mission and Core Values as a member of the Program Ministry Team at our La Grange Campus. This full-time position reports directly to the Chief Executive Officer.

GENERAL RESPONSIBILITIES

- Daily pursue our Mission: **transforming lives through adventurous Christ-centered experiences by planting seeds of faith, cultivating Christian leaders, and growing the Kingdom of God**
- Daily live our Core Values: **Jesus Focused, Intentional, Pursuit of Excellence, Teamwork**
- Supervise, direct, and walk alongside Pines Campus Guest Services Associate
- Develop, lead, supervise, promote, and evaluate our Guest Group Retreat Ministry
- Serve as initial guest group contact and process group intake forms for La Grange Campus
- Coordinate Retreat Guest Group program requests and schedule Program Team members for guest group hosting and program facilitation
- Coordinate food service requests and needs to Food Service Manager
- Serve as a guest group host and program facilitator
- Assist and perform facility cleaning and preparation as needed
- As a CLS Team member, willing to assist in any task that will further our Mission and live out our Core Values for the transformation of lives and growth of God's Kingdom

REQUIRED QUALIFICATIONS

- Minimum age - 24 years old
- Possess at least a bachelor's degree
- Have at least three years of job-related, or applicable, experience
- Dedicated Christian with a personal, growing relationship with Jesus Christ in agreement with the Camp Lone Star Statement of Faith and is willing to share their faith in Christ with others
- Possess the ability to lead others in group activities (devotional and recreational)
- Desire and ability to work outdoors with children, youth, families, and adults
- Physical Demands: High physical engagement with youth and adults

DESIRED QUALIFICATIONS

- Is a member in good standing of The Lutheran Church-Missouri Synod either as an individual or as a member of one of its congregations
- Previous experience as a summer staff member of an outdoor ministry site
- Proficient in G-Suite & Microsoft products
- The ability to play guitar and lead a group in singing
- Willing to, or have obtained certifications in Group Facilitation, Lifeguarding, CPR, and First Aid
- Possess a teachable spirit, self-motivated to learn new processes
- Ability to creatively schedule programs, facilities, and staff
- Demonstrates a servant's heart with integrity, joy, enthusiasm, initiative, self-control, a willingness to learn, a sense of spiritual direction, and the presence of God in his/her life

SALARY AND BENEFITS

- Proportionate with position, education, and experience as per the Personnel Manual and salary structure of Camp Lone Star and in alignment with LCMS - TX District and CCCA standards.

SPECIFIC MINISTRY DESCRIPTION BREAKDOWN

GUEST GROUP RETREAT MINISTRY RESPONSIBILITIES (65%)

- Assist in creating, developing, and organizing an intentional and Jesus-focused camp experience for youth, adults, and volunteers attending Camp Lone Star
- Serve as initial guest group contact and process group intake forms for La Grange Campus
- Work with the Director of Ministry Operations and Chief Executive Officer to balance campus capacity and staff wellness
- Schedule and coordinate Program Team members for hosting retreat guest groups, assisted by the Director of Programs
- Coordinate Retreat Guest Group program requests and schedule Program Team members for guest group hosting and program facilitation
- Communicate all allergy/dietary needs and meal requests with the Food Service Manager
- Secure weekend programming assistants as needed
- Serve as a retreat guest group host and program facilitator once a month or as needed
- Assist Program Team in set up (before) and clean up (after) guest groups or program groups as needed

LEADERSHIP DEVELOPMENT (10%)

- Develop a high-quality hospitality training program for all Program Team members
- Assist in recruiting and interviewing the Ministry Impact Partner interns
- Assist in scheduling and mentoring the Ministry Impact Partners for their leadership development

OTHER PROGRAM & SUMMER CAMP MINISTRY RESPONSIBILITIES (10%)

- Assist the Director of Programs in recruiting, interviewing and selecting of Summer Staff
- Assist as needed and as available in summer camp promotion through Chapel visits to supporting schools
- Assist in evaluating ministry programs and make recommendations for improvements to the Chief Executive Officer

MAINTENANCE AND LAUNDRY (10%)

- Schedule facility and laundry cleaning
- Assist in facility and laundry cleaning as needed and available

OTHER RESPONSIBILITIES (5%)

- Champion our Mission and Core Values to the Program Team & other team members
- In partnership with the Chief Executive Officer and Marketing Coordinator to live out a strategic communication plan, by providing content, photos, and information to be used in social media development and posted content to publicize our Summer and Programmed Event ministries
- Attend approved professional training seminars and conferences
- Attend required staff meetings and devotions
- Assist in evaluating current operating procedures and make recommendations as they arise



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LONE STAR
 ADVENTUROUS CHRIST-CENTERED EXPERIENCES

EMPLOYMENT APPLICATION

Lutheran Outdoors Ministry of Texas, Inc. d/b/a Camp Lone Star
 www.camplonestar.org | 979.968.1657 (o) | employment@camplonestar.org

APPLICANT INFORMATION			
Last Name		First	M.I. Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available		Desired Salary	
Position Applied for			
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever worked for this ministry? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Have you ever participated in, been accused or convicted of, or pleaded guilty or no contest to any abuse or sexual misconduct? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
E-mail	
Full Name	Relationship
Company	Phone ()
E-mail	
Full Name	Relationship
Company	Phone ()
E-Mail	

PREVIOUS EMPLOYMENT

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

WHAT MAKES FOR A GREAT GUEST EXPERIENCE IN "OUTDOORS MINISTRY"?

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DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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