

LAKEVIEW MINISTRIES

LAKEVIEW VILLAGES PROGRAM DIRECTOR JOB DESCRIPTION

Required Qualifications

1. Minimum age - 22 years old.
2. Possess at least a bachelor's degree from a post-secondary institution OR have at least four years of job-related experience.
3. Dedicated Christian who is willing to share their faith in Christ with others.
4. Desire and ability to work outdoors with children, youth, families, and adults.
5. Ability to lead and supervise peers as well as campers.

Desired Qualifications

1. Member in good standing of the Lutheran Church-Missouri Synod.
2. Previous experience as a member of a summer camp staff.
3. Training and certifications in life guarding, CPR, and/or First Aid.
4. Possess the ability to lead others in group activities, especially leading devotional and recreational activities.
5. The ability to play guitar and lead a group in singing.
6. Experience in the facilitation of a high-ropes challenge-course program.
7. Ability to accept supervision and guidance.
8. Ability to creatively schedule programs, facilities, and staff.
9. Proficient in computer skills, data entry, and common programs.
10. 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

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

General Responsibilities

1. Develop, lead, supervise, and evaluate the summer youth camp program at the Lakeview Villages campsite, keeping the Christian growth and development of each participant and staff member foremost in mind.
2. 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.
3. Assist with the general maintenance and stewardship of all the camp's buildings, grounds, and equipment.
4. Exert positive Christian influence with campers, guests, and staff at all times.
5. Understand, interpret, and maintain the camp's standards and policies.
6. Represent the camp and its purpose when you are in public.
7. 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 for the Summer Camp Program

1. Assist the Director of Operations and leadership team in upholding all personnel policies, bringing any infractions or major staff concerns to his/her attention.
2. Under the supervision of the Director of Operations and in coordination with the Camp Lakeview Program Director, facilitate the recruitment, reference checks, interviewing, selection, notification, training, supervision and evaluation of all summer staff personnel and Junior Staff volunteers.
3. With the Director of Operations and the Camp Lakeview Program Director, plan staff training experiences and help lead them, coordinate other staff events (e.g. unity weekend, staff closing, staff reunion), and participate in summer staff evaluations.
4. Plan an enjoyable and enriching camp experience for the youth attending Lakeview Villages, incorporating a variety of activities, on site and off, to promote physical, emotional, and spiritual growth.
5. Coordinate and lead all summer midweek camping programs at Lakeview Villages by scheduling cabin groups to daily activities, planning special dinners, coordinating evening activities, and preparing staff assignments for daily activities, time off, and Sunday afternoon registration.
6. Develop an age-appropriate Bible study program for daily camper use which utilizes a central theme to promote Christian growth as an integral part of the camp experience.
7. With other selected staff, take a turn in leading staff Bible studies during the staff meeting.
8. Assist the Director of Operations in publicizing the summer program by visiting every area Lutheran school and helping to lead a midweek chapel service or assembly.
9. Keep a constant check on equipment needs and report to Director of Operations.
10. As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview Ministries.

Specific Responsibilities for Other Programs and Retreats

1. With the program staff, implement a variety of programming, providing growth opportunities for children, youth, adults, and families.
2. Assist the Retreat Program Director in the coordination, publicity, implementation, and evaluation of Youth Retreats, Family Retreats, and Adult Programs.
3. Assist in the marketing and evaluation of off-season programming.
4. When scheduled, host guest retreats or day events, welcoming guests and being available as a program resource or emergency contact.
5. With the assistance of other Lakeview Ministries staff, set up (before) and clean up (after) guest groups or program groups when assigned.
6. Assist the Retreat Program Director in developing outdoor education curriculum, and in coordinating and hosting midweek outdoor education programs during the school year.

Other Responsibilities

1. Assist with the marketing of camp by helping to prepare brochures, newsletters, video presentations, and/or PowerPoint presentations.
2. Attend approved professional training seminars or conferences.
3. Attend required staff meetings.
4. Evaluate current operations and make recommendations as they arise.
5. Meet with the year-round staff on a weekly basis to share concerns or recommendations.