

LAKEVIEW MINISTRIES

PROGRAM ASSISTANT JOB DESCRIPTION

Required Qualifications

1. Minimum age – 20 years old.
2. Dedicated Christian who is willing to share their faith in Christ with others.
3. Previous experience as a member of a summer camp staff.
4. Desire and ability to work outdoors with children, 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. Training and certifications in lifesaving, CPR, and/or First Aid.
3. Possess the ability to lead others in group activities, especially leading devotional and recreational activities.
4. Proficient in Microsoft Word, Access, Excel, Publisher, and PowerPoint.
5. The ability to play guitar and lead a group in singing.
6. Experience in the facilitation of a challenge-course program.
7. Experience in the facilitation of high ropes and zip line.
8. Ability to accept supervision and guidance.
9. 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

This position is directly responsible to the Program Directors in terms of training, work assignments, supervision, evaluation, and personnel policies.

General Responsibilities

- Assist with the development, supervision, and evaluation of all Lakeview Ministries programs, including summer camp, keeping the Christian growth and development of each participant and staff member foremost in mind.
- Assist with the setup and takedown for guest groups utilizing camps facilities.
- Understand, interpret, and maintain the camp's standards and policies.
- Represent the camp and its purpose when you are in public.
- 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

- When scheduled, host guest retreats or day events, welcoming guests and being available as a program resource or emergency contact. This will include the majority of weekends in the fall and spring seasons.
- With the assistance of other staff personnel, set up (before) and clean up (after) guest groups or program groups.
- Assist the Director of Facilities with the general maintenance of the camp by helping with selected projects throughout the retreat season.
- With the program staff, implement a variety of programming, providing growth opportunities for children, youth, adults, and families.
- Assist in the marketing of non-summer programming.
- Attend required staff meetings.
- Keep a constant check on equipment needs and report to Director of Operations.
- Evaluate current operations and make recommendations as they arise.
- Meet with the year-round staff on a weekly basis to share concerns or recommendations.
- As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview Ministries.