

Lutherhaven Ministries
Job Description: Faith Engagement Manager
Year-Round Exempt



Reports to: Lutherhaven Ministries Director of Programs

POSITION SUMMARY Lutherhaven Ministries—a premier Christian camping organization—operates programs for children, youth, adults, and families from around the Pacific Northwest, across the nation, and around the world from three magnificent sites: Camp Lutherhaven on Lake Coeur d’Alene, Shoshone Mountain Retreat in the Bitterroot Mountains along the Idaho Montana border, and McPherson Meadows, a wilderness retreat 20 miles off-grid.

Christian faith formation is critical to our organization’s founding values, outreach, community impact and recognition, and success.

EXPECTED RESULTS The Faith Engagement Manager serves on the ministry's Program Team to speak *visionary leadership* into all areas of Lutherhaven's programmatic outreach to children, youth, and guests in line with established program strategies, targets, and outcomes. Success in the role includes *growing* Summer Camp and year-round youth programs into the recognized best in the region, and *coordinating* logistics, staffing, schedules, supplies, equipment, and other aspects of year-round youth ministry programs across ministry sites, departments, and audiences.

Our program team currently includes but is not limited to, the following roles: Director of Programs, Outdoor Education Coordinator, Shoshone Mountain Retreat & Ranch Program Coordinator, the Faith Engagement Manager, and our Lutherhaven Ministries Interns. This team works closely together to implement, plan, and execute all Lutherhaven Ministries programming.

In addition to their primary focus areas, as a part of the Program Team the Faith Engagement Manager will assist in a variety of year-round, guest and retreat programs at Lutherhaven Ministries.

KEY AREAS OF RESPONSIBILITY

1. Summer Camp: Develop, promote, implement, evaluate, and assure safe, enriching, innovative, and **fun** summer resident, day camp, and weekend youth programs for campers of all ages, in compliance with established written goals and outcomes, utilizing the ministry’s leadership, resources, and settings. Give prominence to safety; leadership, character and values development; environmental responsibility; and most importantly, Christian faith formation as top program outcomes.

2. Congregational and Family Faith Engagement: In tandem with our Program Team, expand, design, and coordinate our Congregational and Family Faith Formation Engagement

plan. Onsite engagement at churches - this may be youth and/or family focused, as well as at all Lutherhaven Ministries sites. Engaging in partnerships with churches to help identify their youth and family goals and needs and how Lutherhaven Ministries can partner to move those goals forward. Implementing LHM goals related to faith formation, particularly at rural churches and congregational partners.

3. Faith Engagement: Provides input across ministry platforms for all Lutherhaven Ministry programs. Speak into, provide resources, and engagement for participants. Pre, Post, and During program involvement. This includes participants onsite, out in the community, and seasonal staff. Engage seasonal staff year-round through devotions and scripture verses to nurture and deepen faith in young adults.

4. Intern Faith Formation Coordinator: Coordinate the weekly, monthly and yearly Intern program plan for Faith and Leadership development

5. Group Programs: Serve as Program Coordinator for custom-designed and contracted youth camps and programs, summer and year-round, interfacing with Guest Services to effectively design, direct, and deliver tailored programs recognized for the highest quality to rental clientele.

6. Program Marketing & Development: Work with the marketing team in program promotion across established and new marketing platforms; and represent Lutherhaven Ministries around the region to actively and successfully grow the ministry's constituency, partnerships, and reach.

7. Recruitment: In partnership with the Program Team recruit, retain, and grow the seasonal, summer, and Intern staff pool. Travel to key colleges, universities, and churches to recruit summer and seasonal staff. Serve as part of the interview and staff hiring process.

8. Recreation: The Program Coordinator oversees the acquisition, routine maintenance, and storage of associated program equipment, play courts, and fields.

PERSONAL QUALITIES

Theology

1. Support and give credence to the Mission, Vision and Values of Lutherhaven Ministries and the Lutherhaven Ministries Approach to Ministry
2. Regular participation at a Lutheran Church or a church in close confessional, creedal, and doctrinal agreement with Lutheran Christian theology. Preference is given to attendees of a participating Lutheran denomination
3. Knowledge, understanding, and ability to clearly convey Lutheran doctrine and teaching.
4. Promote ecumenical relationships with non-Lutheran Christian churches
5. Commitment to servant leadership lifestyle, centered on Jesus Christ
6. Able to work extremely well within the unique structure of a multi-Lutheran ministry and the Christian church at large

Vision

1. Future-oriented focus that seeks to implement Lutherhaven Ministries' Values, Mission, and Vision and the Lutherhaven Approach to Ministry
2. Inspire others to see possibilities for greater servant-leadership in the church, community, and world
3. Sense of strategic timing and planning

Management

1. Ability to recruit, direct, and engage capable young adult staff, and work alongside and with a team of young adults
2. Work in team settings to involve a variety of people in decision-making
3. Elicit trust through openness and shared leadership style
4. Willingness to delegate responsibilities and oversee their completion
5. Work with volunteers of all ages, guiding them towards program goals and utilizing their unique and specific gifts

Relationships

1. Sensitive and responsive to the needs of groups and individuals
2. Able to welcome and serve all guests and campers through Lutherhaven's Approach to Ministry that promotes the welcoming of all
3. Ability to develop growing relationships with our constituency and stakeholders
4. Ability to function effectively with the camp team structure
5. Ability to foster relationships with young adults in a supervisor role
6. Ability to communicate clearly with adults as well as children

CAMP & YOUTH MINISTRY-RELATED KNOWLEDGE AND EXPERIENCE

1. Experience working with youth and camp-related activities in a camp or church setting
2. Previous organizational camping experience on staff at a Christian camp or church setting preferred
3. Understand the age, stage, and needs of a variety of age groups
4. Must have the ability to speak in front of large groups and lead Bible discussions
5. Possess the organizational skills needed to schedule, program, and lead summer camps, retreats, and other youth ministry events
6. Possess the communication skills needed to recruit and train staff, promote camp events, and invite other people to support and attend the programs of Lutherhaven Ministries
7. Possess the teaching ability to train staff, carry out programs, and pass on the Christian faith

RESPONSIBILITIES

Program Oversight

1. The Faith Engagement Manager plans, leads, oversees, and evaluates safe, enriching, innovative, progressive, and fun programs and activities for campers across all ministry locations, primarily at our Camp Lutherhaven site, including:
 - a. Summer onsite camp sessions for youth, children, and persons with disabilities
 - b. Year-round camp sessions for youth, children, and persons with disabilities
 - c. Coordinate our Custom Design Groups with Churches, Organizations, and Rental Groups
2. Serves on the Program Team and works closely and collaboratively with the Program Team to make sure all youth ministry objectives are met across ministry sites
3. Ensure all programming meets established ministry outcomes, in line with camper ages and abilities, ensuring quality experiences are consistently recognized for excellence.
4. Ensure timely, accurate, organized, and effectively communicated manuals, schedules, hand-outs, take-home materials, merchandise, and other materials related to summer camps and applicable year-round programs
5. The Program Manager coordinates summer camp training, scheduling, oversight, and evaluation
6. Ensure camp staff learn, understand, know, and follow programmatic, safety, risk management, and educational procedures, and are capable of delivering the best Christian camp programs in the region.
7. The Program Manager maintains a working relationship with full-time, part-time, and summer staff, and with year-round volunteers

Program Development

1. The Program Manager works with congregations, Christian schools, and other youth agencies to custom-design programs and utilize Lutherhaven Ministries' facilities
2. The Program Manager serves outside groups in various roles, facilitating the activities available to them at our camps
3. The Program Manager is scheduled on a rotating basis as retreat/event host in conjunction with ministry needs and calendar. As needed guest services cleaning, and hospitality will be assigned. Pre and post-event clean up and housekeeping is a standard part of the Program Manager position
4. Participate with the staff team to plan and deliver evening programs, special events, and other camp activities, programs, and functions

Program Promotion

1. The Program Manager works with the marketing staff on brochures, postcards, social media, and the website on programmed youth events
2. The Program Manager oversees/assists with exhibiting at regional congregations and events
3. The Program Manager visits area congregations, Sunday schools, youth groups, Christian schools, and other youth and children's programs and events to promote camp programs

QUALIFICATIONS

- Bachelor's degree in an applicable field required
- Experience in administrative roles at a camp of similar size and scope, or the equivalent in other areas of professional ministry.
- Experience in the development and delivery of programs and activities for similar populations.
- Current certification in first aid/CPR/AED, or ability to obtain upon employment.
- A "normal work week" for this position regularly includes working Friday through Sunday.

KEY COMPETENCIES

- Servant-leadership
- Outdoor leadership and education/instructional training and experience with children, youth, adults, and people with disabilities
- Demonstrated understanding of organizational, interpersonal, and communication skills required to deliver a successful program

COLLABORATION

- Program Team
- Guest Services & Hospitality Team
- Food Services
- Facilities & Maintenance Team
- Camp Lutherhaven and Shoshone Mountain Retreat Directors
- Marketing Team
- Financial Development Team
- Outside church clientele: pastors, youth workers

PHYSICAL REQUIREMENTS

- Ability to communicate and work with children, youth, and adult groups, providing necessary instruction to campers and staff.
- Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior and/or management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers, guests, and staff in an emergency (fire, evacuation, illness, or injury) and possess the strength and endurance required to maintain constant supervision of campers.
- Physical requirements include endurance in walking, running, standing, bending, stooping, climbing, and stretching. Requires eye-hand coordination and manual

dexterity to manipulate hand and power tools and program equipment. Requires normal range of hearing and eyesight to record, prepare, and communicate student-camper activities/programs. Operate with daily and extended exposure to the sun, heat, rain, and snow under varying weather conditions. Willingness to live in a camp setting and work irregular hours, including weekends, delivering programs across ministry sites.

- The “normal work week” for this position regularly includes working Friday through Sunday

SALARY AND BENEFITS

- Salary DOE
- Housing and utilities on camp are negotiable as a benefit to the camp, for 24-hour guest services, maintenance, and emergency services. Some flexibility may be available, but during onsite program events, onsite overnight housing is required
- As per Lutherhaven Ministries Personnel Policies, this position is an Extended Staff position, as such, the vacation accrual structure is per personnel policies
- Benefits: Lutherhaven Ministries provides a robust offering of benefits and services to enhance the quality of life of its staff. Benefits include health, dental, retirement, life insurance, and disability. Lutherhaven Ministries provides full medical coverage, including dental. A generous retirement plan, plus numerous additional benefits. Paid holidays and vacation.
- Core business hours are 9-5, at the discretion of the Executive Director, remote work and flexible hours are available
- Ongoing Professional Development, Training, and Paid Membership in Professional Ministry Organizations

Interested candidates should send an email of interest and resume to:

Executive Director Rebecca Smith

rebecca@lutherhaven.com

References upon request.