

Associate Director at Camp Trinity (Lutheran Camp on Petit Jean Mountain)

About us

Camp Trinity, an affiliate of the LCMS, is a non-profit Christian retreat center with the mission of growing together in Christ on the mountain; the purpose of making disciples of all nations; and the values of being Christ centered, building relationships that will foster growth in our faith through God's Word, striving for excellence, and continuing to expand ministry opportunities for all ages.

Brief description of duties

- Track registrations for summer camp and other events.
- Maintain office equipment. Keep contracts up to date for Wix, Intuit, etc.
- Maintain books using Quickbooks. Pay bills, make deposits, and prepare financial reports for board meetings.
- Maintain the camp website; update events as needed. Place monthly articles in the Lutheran Witness. Email bulletin & newsletter notices to LCMS congregations. Send Vertical Response emails and post daily on Facebook.
- Pitch in as needed for events at camp.

Qualifications

Commitment to the mission and ministry of CampTrinity. A Christ-centered individual with strong character, demonstrating integrity and adaptability. A member in good standing of a Christian congregation. Flexibility to work evenings and weekends. Willingness to serve and perform tasks beyond those assigned. Strong clerical, communication, advanced planning, and organizational skills. Familiarity with Quickbooks, Excel, and Word.

How to apply

To apply for this position, please send an email of interest and resume to:

Camp Director Aaron Davis

trinitypetitjean@gmail.com

For more information on job duties visit our website at lutherancamp.org.