

Lutherhaven Ministries

Job Description: Program Coordinator: Summer Camp

Year-Round Exempt

Reports to: Director of Programs

Supervises: Summer Staff



LUTHERHAVEN

About Us

Lutherhaven Ministries (LHM) — a premier Christian outdoor ministry — operates year-round programs for children, youth, adults, and families from around the Pacific Northwest and beyond, across three stunning sites: Camp Lutherhaven on Lake Coeur d'Alene, Shoshone Mountain Retreat and Ranch, and McPherson Meadows, a wilderness retreat twenty miles off-grid.

Youth ministry programming is critical to our organization's founding values, Christian outreach, community impact, recognition, and success. This position is key to our year-round and summer camp youth programming.

POSITION SUMMARY The Program Coordinator: Summer Camp 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. Additionally, this position will work to expand and develop our programming with people with disabilities. Success in the role includes expanding 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, Program Coordinator: Outdoor Education, Program Coordinator: Shoshone Mountain Retreat & Ranch, Director of Leadership Engagement, 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 Program Coordinator: Summer Camp will assist in a variety of year-round, guest, and retreat programs at Lutherhaven Ministries.

KEY AREAS OF RESPONSIBILITY: SUMMER CAMP

1. **Summer Camp** Develop, plan, promote, implement, evaluate, and assure safe, enriching, innovative, and **fun** summer resident, day camp, and weekend youth programs for

campers of all ages and abilities, in compliance with established written goals and outcomes, utilizing the ministry's leadership, resources, and settings. Collaborate with the Program Coordinator: Shoshone Mountain Retreat & Ranch to make sure youth ministry objectives are met across ministry sites. Give prominence to safety; leadership, character, and values development; environmental responsibility; and most importantly, Christian faith formation as top program outcomes.

2. **Growing Faith Together** Implement summer camp and year-round faith formation plans through the objectives of the Growing Faith Together project in coordination with the Director of Leadership Engagement.
3. **Group Programs** Serve as Program Coordinator for assigned 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.
4. **Family & Youth Retreats** Assist the Program Team in the development, promotion, implementation, and evaluation of pre-Kindergarten, grade school, middle school, senior high, and family retreats, giving prominence to Christian faith formation, servant leadership, and relationship building. Assist with Outdoor Education programming as well as year-round youth challenge course facilitation.
5. **High School PEPPER Program** Alongside the Interns and Director of Leadership Engagement, develop, promote, and implement year-round monthly programming to high schoolers complementary to the summer SALT program, with an emphasis on serving in our local community.
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 in youth-related venues to actively and successfully grow the ministry's constituency, partnerships, and reach.
7. **Training** Coordinate Summer Staff Training, scheduling, oversight, and evaluation in conjunction with the program team. 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.
8. **Volunteers** Coordinate Mental Health professionals during summer camp weeks as part of the larger resource staff team.
9. **Recreation** The Program Coordinator oversees acquisition, routine maintenance, and storage of associated program equipment, play courts, and fields.

CAMP HOST

Work as part of an effective guest services hospitality **team**—including kitchen, support, and housekeeping staff—with contracted retreat and conference groups throughout their stay to exceed their personal, programmatic, and event needs. Coordinator will be assigned groups in collaboration with the Lutherhaven Ministries Operations Director

STAFF RECRUITER

As part of Lutherhaven Ministries' commitment to recruit, retain, and hire the highest caliber of seasonal and year-round staff, volunteers, and interns, this position will serve as a key staff

recruiter. All Program Team members 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 decision-making team.

Other Duties as Assigned

The Program Coordinator: Summer Camp will have other duties as assigned as the year-round program continues to develop, expand and grow.

PERSONAL QUALITIES

Theology

1. Regular attendance at a Lutheran Church or a church in close confessional, creedal, and doctrinal agreement with Lutheran Christian theology. Preference given to attendees of a participating Lutheran denomination
2. Support and give credence to the Mission, Vision and Values of Lutherhaven Ministries and the Lutherhaven Ministries Approach to Ministry
3. Knowledge, understanding, and ability to clearly convey Lutheran doctrine and teaching.
4. Promote ecumenical relationships with non-Lutheran Christian churches
5. Commitment to a 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

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. Ability to function effectively with the camp team structure
 3. Ability to foster relationships with young adults in a supervisor role
 4. Ability to communicate clearly with adults as well as children
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REQUIRED QUALIFICATIONS

- Bachelor's degree in an applicable field required
- Organizational skills needed to schedule, program, and lead summer camps, retreats, and other youth ministry events.

- Experience in the development and delivery of programs and activities for similar populations.
- Experience working with youth and camp-related activities in a camp or church setting
- Current certification in first aid/CPR/AED, or ability to obtain upon employment.
- Valid driver's license

PREFERRED QUALIFICATIONS

- Previous organizational camping experience on staff at a Christian camp or church setting
- Ability to connect with and support people of all ages and abilities, understanding what they need at different developmental life stages.
- Ability to speak in front of large groups and lead Bible discussions, train staff, and carry out programs.

PHYSICAL REQUIREMENTS

- 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. Able to lift 50 pounds.
- 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 a 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.

SALARY AND BENEFITS

- Salary DOE
- Housing and utilities on camp are required 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 offers a comprehensive range of benefits and services designed to enhance the quality of life for its staff. Benefits include health, dental, retirement, life insurance, and disability. Lutherhaven Ministries provides medical

coverage, including dental. A generous retirement plan, paid holidays and vacation, plus numerous additional benefits.

- Core business hours are 9-5, at the discretion of the Executive Director, remote work and flexible hours are available. A “normal work week” for this position regularly includes working Friday through Sunday.
- Ongoing Professional Development, Trainings, and Paid Membership in Professional Ministry Organizations

Interested candidates should send an email with a ***letter of interest and resume*** to:

Director of Programs, Ellie Powers
ellie@lutherhaven.com
References upon request

Review of applications begins December 1, 2025. Position is open until filled.