



JOB DESCRIPTION

JOB TITLE:	Director of LLYC, Singing Hills
DEPARTMENT:	LLYC
REPORTS TO:	LLYC Senior Director
EFFECTIVE DATE:	
CLASSIFICATION:	Exempt

POSITION SUMMARY: The Director of LLYC, Singing Hills works with a team of directors and staff providing leadership, direction, and supervision of activities and programs that deepen our model of relational ministry.

PROGRAM MISSION: Laity Lodge Youth Camp (LLYC) is a Christian youth camp that offers campers the best two weeks of their lives through a blend of high-energy recreation, wild adventures, peaceful renewal, and meaningful community. Campers are always encouraged to be themselves, develop deep friendships with their peers and counselors, explore faith in Christ, and encounter God.

ORGANIZATIONAL VALUES: Rooted in Christian faith, our focus is spiritual formation and health in youth and young adults. Our daily work reflects the H. E. Butt Foundation's values of Hospitality, Stewardship, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

- Coordinate and implement Administrative Tasks that impact Camp and The H. E. Butt Foundation.
 - Monitor Camper Issues/Respond to Parent Inquiries in a timely manner and communicate to Parents reportable information.
 - Document Accident Reports/Incident Reports/Child Protective Service Reports that relate to Singing Hills.
- Assist in the Development and Implementation of Camp Programs/Themes.
 - Collaborate with Programmers to develop session themes that are age appropriate and have widespread appeal.
 - Gather and Analyze Parent Survey findings to improve the program/activities/ camp experience.
 - Collaborate with LLYC full-time staff to create a Camper Survey administered to campers at camp.
- Develop procedures and schedules to coordinate the activities that support successful camp experiences.

- Research and develop activities that enhance the camper experience and encourage and foster camper/counselor relationships.
 - Encourage and collect staff assessments/critiques to continually expand and improve activities.
- Develop strategies to lead and develop the discipleship of Singing Hills staff.
 - Prepare agendas and lead daily staff meetings at Singing Hills.
 - Lead/train/guide/mentor Leadership Staff at Singing Hills.
 - Teach the seasonal staff their role and potential outcomes of camp.
 - During camp, facilitate/mediate all Singing Hills personnel issues.
- Collaborate with full-time Directors/colleagues in the recruiting, hiring, training and development of summer staff to include:
 - Staff applications
 - Staff recruiting/interviewing
 - Staff training
 - Identifying staff for special programs
- Coordinate specifically assigned camper ministry activities for effective spiritual impact.
 - Oversee and monitor Singing Hills Roundup.
 - Develop relevant Cabin Times Material and Experiences.
- Foster Learning and continuous improvement.
 - Develop, distribute, gather and report survey results from campers to report on current success and improve the camp experience.
 - Be visible and present at camp, with both staff and campers.
 - Attend annual leadership and youth ministry conferences to spiritually build discipleship skills.
- Foster and actively pursue individual, personal spiritual growth.
- Performs other related duties as assigned by management.

QUALIFICATIONS:

- Undergraduate degree required
- Advanced degree and/or theological degree a plus
- Formal ministry experience a plus
- Camping experience, a plus

COMPETENCIES:

- Strong, active, vibrant faith and theological breadth and depth.
- A Strong spiritual life and devotion to Christ.
- The ability to minister to the whole family ~to understand family dynamics and be proactive in partnering and involving parents.
- To uncover and analyze what is shaping and influencing young people to remain relevant in ministry practice.

- Capable of setting priorities, shaping processes, guiding investment in people and systems, and assisting to developing an infrastructure that creates a stronger and more efficient organization.
- Ability to attract, lead, develop and retain LLYC seasonal staff.
- High level of knowledge and understanding related to program design, development, delivery, and replication with excellent upfront program delivery skills.
- High energy level and ability to work in a 24/7 season camping environment.
- The ability to work with others in a team dynamic.
- The ability to teach and communicate effectively through relationships and through programs.
- Capable of choosing and evaluating curriculum, equipping others, and using creative methods to get the message across.
- A commitment to ongoing personal development in all aspects of life: intellectual, social, spiritual, emotional, and physical.
- The ability to be a lifelong learner.
- Strong leadership and administrative skills including organization, management, planning, directing, and developing vision.
- The expertise to create a community for a group of young people so that they can feel secure, loved, and nurtured.
- The capacity to care for and give guidance, addressing the diverse needs and changes of adolescence.

PHYSICAL REQUIREMENTS:

- Ability to lift and carry equipment and supplies weighing up to 25 pounds
- While performing the duties of this job, the employee is regularly required to talk and hear
- This position is active and requires standing, walking, bending, kneeling, and stooping throughout the day

WORK ENVIRONMENT:

- This job operates in a professional office environment and camp or retreat setting.
- The work is often outside on uneven terrain and in varying weather and environmental conditions.
- Schedules vary by season and are based on camping program needs. You will be required to live on our camp property in Leakey, TX during the summer season and work some weekends during the year.
- This role routinely uses standard office equipment such as computers, phones, multi-function printers, and filing cabinets.
- Position requires frequent travel for staff recruiting and other events.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE