



JOB DESCRIPTION

JOB TITLE:	LLFC Assistant Director
DEPARTMENT:	LLFC
REPORTS TO:	LLFC Director
EFFECTIVE DATE:	TBD
CLASSIFICATION:	Exempt

POSITION SUMMARY: The Laity Lodge Family Camp (LLFC) Assistant Director will be responsible for supporting and assisting the LLFC Director in the design, creation, development, and coordination of program activities for Family Camp events in an environment conducive to the building of family relationships centered in Christ. This mission is based upon efforts in recruitment, programming, staff leadership and supervision, and nurturing of college-age and high-school-age staff that work each event.

PROGRAM MISSION: Laity Lodge Family Camp (LLFC) is an interdenominational Christian family camp designed to strengthen relationships within the family system by providing a relaxed, fun-filled opportunity for families to be together in an atmosphere dedicated to Christ. LLFC is part of the HEBFF family of ministries that is an expression of the Butt family's commitment, vision, and generosity. LLFC exists to make a difference in the world through refreshed and renewed people.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

- Assist to develop and direct LLFC retreats (including weekend and summer), program events and activities
- Direct resource personnel and seasonal staff during retreats
- Assist in the administrative and operational requirements of LLFC supporting the management of strategic and tactical direction as guided by the LLFC Director and LLFC Director of Operations
- Lead and mentor the LLFC Associate(s) to further their development professionally and spiritually
- Ensure staffing needs are met and they are prepared to serve in assigned roles
- Assist to lead and develop the discipleship, mentoring, ministry and development of seasonal staff
- Coordinate with LLFC Director the training programs and materials
- Plan and lead LLFC retreat when other Directors or LLFC leadership is not available
- Lead the staff in attentiveness to all guests, welcoming families, and modeling servant leadership
- Collaborate with LLFC Director to develop curriculum that aligns with thematic retreat message(s) to be delivered to all age groups/guests

QUALIFICATIONS:

- 3 to 5 years of ministry experience preferred
- Undergraduate degree required, advanced degree and or theological degree a plus

COMPETENCIES-Knowledge, Skills, and Abilities:

- High level of knowledge related to program design, development, delivery, and replication
- Ability to teach and communicate effectively through relationships and programs
- Represent a strong spiritual life and devotion to Christ as well as experience sharing personal testimony in a variety of venues Ability to attract, lead, develop, and retain staff
- Capacity to create a community for a group of young people
- Capable of setting priorities, shaping processes, and guiding investment in people and systems
- Ability to work well on a team
- Strong leadership and administrative skills

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to stand, walk, and use hands and arms to handle or feel.
- This position requires a high degree of physical and mental demands as they train and lead staff or facilitate activities with campers.
- The employee may occasionally lift and/or move items up to 25 pounds.
- Must have ability to independently drive a vehicle.

WORK ENVIRONMENT:

- Working conditions will vary and include being in an outdoor environment.
- This position works in a camp or retreat setting.
- Requires relocation to the Canyon during summer months and on assigned weekends.
- This position is required to serve the program per scheduled operations, which involve weekends and extended periods.
- This role routinely uses standard office equipment such as computers, phones, and multi-function printers.
- Ability to work outside on uneven terrain and in varying weather and environmental conditions.

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