



## JOB DESCRIPTION

### Name

<b>JOB TITLE:</b>	<b>LLFC Associate</b>
<b>DEPARTMENT:</b>	LLFC
<b>REPORTS TO:</b>	Assistant Director of Family Camp
<b>EFFECTIVE DATE:</b>	Two-Year Assignment
<b>CLASSIFICATION:</b>	Salaried, Exempt

### POSITION SUMMARY:

The LLFC Associate position helps young leaders envision their entire lives as a response to God's calling, and work toward the renewal of society. It aims to provide individuals with a holistic experience that encourages them to bring their faith to bear on all areas of their life. The goal is to help them learn to discern where God is leading them in Christian discipleship and to follow this throughout their life's work. This program will equip young leaders to discern and pursue their vocation from the perspective of faith and to engage strategically the culture of the 21<sup>st</sup> century.

### 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 H. E. Butt Foundation 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:

- Facilitate weekend Family Camp programs
  - Participate in the planning, creative brainstorming, and preparation for each Family Camp weekend. Purchase and maintain equipment and program materials used each weekend.
  - Be present for each weekend, supporting in the opening and closing transitions with Foundation Camp.
  - Hire and coordinate staff and their weekend retreat responsibilities.

- Offer consistent leadership throughout each weekend so that staff needs, camp operations, and staff training are well covered and ensure guest experience is excellent.
- Support the program of each weekend; coordinating activities with the Director of Operations and brainstorming higher quality/creative round-up skits, games, etc. with the Assistant Director of Programming.
- Personal, Professional, and Spiritual Development
  - Participate in thoughtful and challenging discussions around faith, culture, social issues, and vocation led by full-time Foundation staff or resource guests.
  - Learn about yourself, your vocational gifts, and the integration of your faith in all areas of your life through book discussions, off-site learning experiences, and personality/aptitude testing.
  - Attend workshops on networking, resume writing, interview skills, financial planning, and LinkedIn or other online educational platforms.
  - Attend at least one strategic conference to further spiritual development.
  - Meet consistently with a chosen mentor for personal and spiritual development and receive professional mentorship from program leaders.
- Staff Recruiting, Training, Development and Leadership
  - Assist directors in the discipleship and nurturing of seasonal staff, both summer employees and year-long weekend staff. This includes trips to college campuses for staff gatherings and intentional meetings with students.
  - Work with directors to facilitate and complete interviews for summer Program/Work Crews, counselors, and support staff.
  - Assist directors in developing new ways to train staff on weekends and in the summer to facilitate camp more efficiently and effectively.
  - Plan and execute any recruiting events and trips to continue existing relationships and meet potential new staff.
  - Work to improve and positively impact current recruiting efforts by contributing new and effective ideas.
  - Discuss sensitive information on summer staff applications, maintaining confidentiality, and utilizing judgement to make hiring decisions, as well as support seasonal staff in post summer transitions through writing recommendation letters, taking character reference calls, etc.
- Summer Preparation and Leadership
  - Contribute to the creative brainstorming, preparations, and planning for summer week-long camps. Purchase and maintain equipment used during the summer.

- Assist Directors in getting camp ready to open for the summer during Work Week, Staff Week, etc.
- Serve in a Central Staff leadership role over the duration of two summers, being available for families and staff in that specific role.
- Offer consistent leadership throughout the summer so that staff needs, camp operations, and families are well taken care of.
- Lead, mentor, and minister to a designated team of staff during the summer season.
- Provide performance feedback to direct reports for camping season.
- Assist in oversight and guidance of of daily summer camp programs, prioritizing safety and care of campers.
- Exemplify sound judgment and discretion in handling difficult and sensitive information while maintaining appropriate levels of confidentiality.
- Consistently evaluate mental health needs of campers and staffers and determine appropriate ways to care for information, including seeking professional assistance.

**QUALIFICATIONS:**

- Bachelor's degree strongly preferred
- Experience in camping program leadership preferred.

**COMPETENCIES:**

- Takes initiative in independent work in addition to being a team contributor
- Strong communication skills including attentive listening, speaking, and presenting
- Displays sound judgment and careful discretion in making difficult decisions
- Exemplifies confidentiality with highly sensitive information
- Showcases follow-through to the end when given projects to accomplish
- Ability to set boundaries between professional and personal relationships
- Adaptable to frequently changing work environment
- Openness to participate in development activities that include exploring differing opinions and views

**PHYSICAL REQUIREMENTS:**

- 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.

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Employee Signature

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Date

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Manager Signature

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Date