



**JOB DESCRIPTION**  
**(5 -Year Temporary Assignment)**

<b>JOB TITLE:</b>	<b>Assistant Director - LLYC</b>
<b>DEPARTMENT:</b>	LLYC
<b>REPORTS TO:</b>	Director LLYC, Singing Hills
<b>EFFECTIVE DATE:</b>	TBD
<b>CLASSIFICATION:</b>	Salaried, Exempt
<b>TIMEFRAME:</b>	5-Year Assignment

**POSITION SUMMARY:** The Assistant Director will be responsible for supporting and assisting the Directors of LLYC, primarily Singing Hills, in the design, creation, development, and coordination of program activities for Youth 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.

During the five-year assignment, the Assistant Director will benefit from professional development and educational opportunities designed to prepare them for their next career move outside of the H. E. Butt Foundation.

**PROGRAM MISSION:** Laity Lodge Youth Camp (LLYC) is an interdenominational Christian youth camp designed to provide summer youth campers with the best two weeks of their lives in a safe, learning environment in which campers’ faith in God is nourished and enhanced.

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

**ESSENTIAL FUNCTIONS:**

- Assist with the hiring of LLYC Singing Hills seasonal staff
  - Participate in the coordination and implementation of LLYC recruiting events and interview process of seasonal staff
  - Review all applicant information, including applications, references, interview notes and supporting documentation as part of the hiring process
  - Assist in final selection of candidates and determine best fit for positions
- Assist Singing Hills Director in the planning for summer activities and events by:
  - Planning curriculum for summer program
  - Writing Bible Study curriculum
  - Developing program ideas and events
  - Developing Roundup talks and programs
- Oversee LLYC, Singing Hills Associates

- Manage two Assistant Guy or Girl Directors for Singing Hills during the summer
  - Provide direction and redirection for their daily work
  - Serve in advisory role for these directors who are providing direction to other Summer Staff
  - Serve as primary contact and guidance for highly sensitive situations, including allegations of sexual abuse and/or neglect and mental health concerns
- Develop and provide training for central staff during the school year in advance of summer arrival at camp
  - Assist with planning and implementation of staff retreats throughout the year, Staff Week training and meetings outside of Foundation locations for advance planning and leadership development
- Along with Director of Singing Hills Serve as primary point of contact for supervision and mentoring for Singing Hills Central Staff during the summer
- Assist Director of Singing Hills with supervision of all seasonal staff (male and female)
- Assist Director of Singing Hills with discipleship and care of Singing Hills staff throughout the year, including summer and offseason
  - Planned events, including retreats and informal meetings
  - Texts or other messaging specific to the individual and their unique needs

**QUALIFICATIONS:**

- Undergraduate degree required
- Leadership experience, in a camping environment preferred
- Proven ability to attract, lead, develop and retain staff
- Strong verbal and written communication skills

**COMPETENCIES-Knowledge, Skills, and Abilities:**

- Ability to teach and communicate effectively through relationships and programs
- Administrative skills including the ability to set priorities and meet deadlines, organize, and plan work for self and others
- Ability to develop and communicate a clear vision and inspire others to follow
- The ability to work well in a team

**PHYSICAL REQUIREMENTS:**

- Ability to lift and carry equipment and supplies weighing up to 25 pounds

**WORK ENVIRONMENT:**

- This job operates in a professional office environment and camp or retreat setting.
- Ability to work outside on uneven terrain and in varying weather and environmental conditions
- Ability to work varying schedules based on camping program needs, including some weekends
- Availability to travel for recruiting and other events

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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

DATE

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MANAGER SIGNATURE

DATE