



JOB DESCRIPTION

JOB TITLE:	Assistant Director - LLYC
DEPARTMENT:	LLYC
REPORTS TO:	Director LLYC, Echo Valley
EFFECTIVE DATE:	
CLASSIFICATION:	Salaried, Exempt

POSITION SUMMARY: The Assistant Director will be responsible for supporting and assisting the Directors of LLYC, primarily at Echo Valley (our camp for roughly 200 campers per session who are grades 6-10) in the design, creation, development, and coordination of all Youth Camp programs and events in an environment conducive to the building of relationships centered in Christ and the development of whole and healthy young people. This person will work more often with female campers and staff in areas of recruitment, programming, ministry, staff leadership and development, and nurturing of college and high-school-age summer staff, and middle and high-school-age campers.

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:

- Relocate to camp location from mid-May to early August
- Assist with the hiring of LLYC Echo Valley 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 Echo Valley 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, Echo Valley Associates
 - Contribute to the professional development of two Associates through assigning and monitoring/leading them to accomplish specific projects that contribute to the other all impact of the LLYC program
- Take point in the training, guidance and mentoring of female summer staff and directly supervise them during the summer and throughout the year.
 - Manage two Assistant Girl's Directors for Echo Valley during the summer
 - Provide direction and redirection for their daily work
 - Consistently recognize, encourage, and give constructive feedback to female staff for job performance in genuine and creative ways.
 - 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
 - Monitor and respond to any staff or camper issues that would best be addressed by a female staff member.
- 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 Echo Valley serve as primary point of contact for supervision and mentoring for Echo Valley Central Staff during the summer
- Assist Director of Echo Valley with supervision of all seasonal staff (male and female)
- Assist Director of Echo Valley with discipleship and care of Echo Valley 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
- Plan and lead all LLYC Alumni Engagement efforts to ensure that LLYC Alumni are provided opportunity for continued engagement with the LLYC program on an annual basis

QUALIFICATIONS:

- Undergraduate degree required
- Three to five years of leadership in a relational ministry context
- Experience managing, mentoring, and leading young people
- 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

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