



JOB DESCRIPTION

Employee Name

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

POSITION SUMMARY:

The LLFC Associate position will work for two years as a member of the Laity Lodge Family Camp team while participating in the H. E. Butt Foundation Associates Program. The LLFC Associate will focus largely on relationship building with previous and new staff through the recruiting, interviewing, and hiring process. This position will play a significant role in preparing for weekend retreats and summer camp through working on the camp schedule, ministry curriculum, staff training, activity preparations, program ideas and more. As a part of the Associate Program, this role will participate in consistent professional, personal, and spiritual development to help discern future calling and vocation.

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.
- 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 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

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

Mental and Physical Demands

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Environmental Factors

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environment and events. This job operates primarily in a professional office environment mainly in Kerrville, Texas. Will experience occasional outdoor responsibilities. Must be able to work between camp and office facilities on uneven terrain, as needed.

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