



JOB DESCRIPTION

Employee Name

JOB TITLE:	LLYC Associate
DEPARTMENT:	LLYC
REPORTS TO:	Assistant Director of LLYC
EFFECTIVE DATE:	Two-year Assignment
CLASSIFICATION:	Salaried, Exempt

POSITION SUMMARY:

The LLYC Associate position will work for two years as a member of the Laity Lodge Youth Camp team while participating in the H. E. Butt Foundation Associates Program. The LLYC Associate will focus largely on relationship building with previous and new summer staff through the recruiting, interviewing, and hiring process. This position will play a significant role in preparing for summer camp through working on the camp schedule, ministry curriculum, staff training, activity preparations, program ideas and more. During the summer this position will serve on LLYC Central Leadership Staff. 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: LLYC offers campers a blend of high-energy recreation, wild adventures, peaceful renewal, and meaningful community. Campers are always encouraged to be themselves, develop deep friendships with their peers and counselors, explore faith in Christ, and encounter God.

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

ESSENTIAL FUNCTIONS:

- 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
 - Interview and hire 50+ high school and college summer staff annually.
 - Discuss sensitive information on summer staff applicants, maintaining confidentiality, and utilizing judgment to make hiring decisions in order to maintain appropriate HR process.

- Continually disciple and nurture summer staff through fall and spring semesters.
 - Responsible for planning and executing fall recruiting events for up to 100 attendees in various college towns.
 - Lead in coordinating recruiting trips to various college towns to continue existing relationships and meet potential new staff.
 - Target potential new staff through various forms of marketing.
 - Work to improve and positively impact current recruiting efforts by contributing new and effective ideas.
 - Responsible for planning and executing on the Central Leadership Staff Retreat (50+ attendees) as well as the Staff and Crew Retreat (200-250 attendees).
 - Develop new ways to train staff to facilitate camp more efficiently and effectively.
 - Design and plan various forms of staff touchpoints including a personalized birthday gift during the off-season, finals care packages, and the annual LLYC Christmas Card.
- Summer Preparation
 - Onboard and communicate with new hires consistently.
 - Assist directors by providing input as they design and plan the summer session schedules and ministry curriculum.
 - Perform various administrative tasks including selection and purchase of annual staff gift, booking of staff week band, purchasing of supplies and equipment for summer programs and activities.
 - Collaborate on the design, selection and ordering of camp store merchandise.
 - Collaborate with newly hired summer leadership staff to develop camp program themes and ideas.
 - Assist in planning, designing, and executing Work Week and Staff Training Week.
 - Schedule staff for activity trainings, coordinate their arrival, and host staff during training sessions.
 - Lead sessions during pre-camp staff training.
 - Summer Leadership
 - Serve on LLYC Central Leadership Staff for the duration of two summer camping seasons.
 - Lead, mentor, and minister to a designated team of staff during the summer.
 - Provide performance feedback for direct reports during camping season.
 - Assist in oversight and guidance of daily summer camp programs, prioritizing safety and care of campers and staff.
 - 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.
 - Contribute to conversations involved in determining termination of employment for summer staffers when the need arises.
 - Contribute to conversations involving sending home campers due to disciplinary issues, and physical or mental health issues that cannot be properly cared for at LLYC.

QUALIFICATIONS:

- Bachelor's degree strongly preferred
- Experience working with youth, preferably in a ministry setting
- Leadership experience within work or volunteer organization
- History of attending or working in summer camp setting 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