

# Lutherhaven Ministries

## Program Staff



**Job Title:** Program Staff  
**Classification:** Seasonal Exempt from Overtime  
**Reports to:** Shoshone Director and Assistant Program Director

### Position Purpose:

To further the mission of Lutherhaven Ministries through the development and delivery of program activities at Shoshone Mountain Retreat. Serve as part of a small staff community, responsible for providing quality programming for Idaho Servant Adventures, summer camps and rental groups. Program needs encompass leading service projects onsite and in the community, campfires, leadership development, Bible Encounters, waterfront and river floating, providing first aid, and relational ministry. Shoshone primarily serves Middle School, High School, and Adult participants.

### Essential Job Functions:

1. Deliver a fun, safe, program to campers.
  - Administer programs that meet camp outcomes and the abilities of the campers.
  - Evaluate abilities of campers.
  - Deliver progressive program activities.
  - Evaluate the success of the programs and development of the campers' abilities and skills.
  - Expand the camp's activities with new games and initiatives.
  - Facilitate mid and high ropes elements.
2. Ensure that camp staff and campers know and follow safety and educational procedures.
  - Follow safety procedures for all activities.
3. Assist in the management and care of the physical facilities and equipment.
  - Conduct daily check of specific area of responsibility and equipment for safety, cleanliness, and good repair.
  - Maintain the adventure challenge course equipment and elements.
  - Clean area(s) daily keeping them free of hazards and debris.

### Other Job Duties:

- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Participate as a member of the program team to deliver and supervise evening programs, special events, ISA, and other all-camp activities and camp functions.
- Assist in the planning execution of any special events.
- Serve 3 weekends during the summer, as scheduled with the Shoshone Director.

### Relationships:

Program Staff maintain regular and varied communication with other staff, guests, and volunteers. Program Staff, while often in supervisory roles, can find themselves under the leadership and direction of various Lutherhaven Ministries Full Time Staff, Program Directors, Shoshone Leadership Staff, The Food Service Manager, and Assistant Cooks. While serving in each of these camp areas, Program Staff will respect the direction, guidance and assignments given from each area supervisor and pass on instruction and direction given to those under their own leadership.

### Equipment Used:

*All Low and High Ropes Challenge Course Equipment, Drills, Basic Maintenance Equipment, Recreational Equipment, and other basic camp equipment.*

Qualifications: (*Minimum Qualifications and Experience*)

- Affirm Lutheran Christian values and strongly support the goals of Lutherhaven Ministries.
- Must be at least 18 years old. Preference given to applicants 21 years or older and/or with 2 years post high school experience.
- Must be able to obtain or become certified in First Aid/CPR and Wilderness First Aid.
- Ability to interact with all age levels.
- Must complete a voluntary disclosure statement, submit to Federal criminal background checks, provide personal references, and agree to abide by all Lutherhaven Ministries policies.
- Some positions require a valid drivers license with clean driving record.

Knowledge, Skills, and Abilities:

- Training and experience in leading youth.
- Desire and ability to work with youth outdoors.

Physical Aspects of the Position:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Physical ability to withstand prolonged periods of standing, climbing, stretching, bending, stooping, walking up to ¼ to ½ mile or more up or down hill, hiking, climbing, running and stretching. Requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities.
- Requires normal range of hearing and eyesight to record, prepare and communicate appropriate camper activities/programs.
- Ability to lift and carry up to 50lbs.
- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities and with daily exposure to the sun, rain, temperatures from below freezing to above 100-degrees, and animals such as bugs, snakes, bats, deer, etc.