

Lutherhaven Ministries

Program Directors



Job Title: Program Directors (High School, Middle School, Elementary, Early Elementary, Villages)
Classification: Seasonal Exempt from Overtime
Reports to: Summer Program Director

Position Purpose:

To further the mission of Lutherhaven Ministries through the development and delivery of summer programming at Lutherhaven Ministries. Deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Supervise and mentor camp staff working the age group program. Assist in the management of the physical operation of program facilities and equipment.

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 and staff.
 - ♦ 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 in assigned area of program responsibility.
 - ♦ Assist in the implementation of staff training for all activities.
 - ♦ Train and supervise other staff in their program responsibilities.
 - ♦ Ensure campers and staff follows 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, overnight, 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 Summer Program 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, Shoshone Leadership Staff, The Food Service Manager, Assistant Cooks and Congregational Day Camp Coordinators. While serving in each of these camp areas, Program Directors 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, Glue Guns, 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
- ♦ 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 children and youth.
- ♦ Experience leading peers.
- ♦ Desire and ability to work with children 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.