

# Lutherhaven Ministries

## *Shoshone Assistant Program Director*



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

### Position Purpose:

To further the mission of the camp through the planning and delivery of program activities and events. Assist in the management of the overall camp operation at the direction of the Shoshone Director. 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 safe fun program to campers.
  - Ensure program plans are prepared and implemented that meet camp outcomes and the abilities of the campers.
  - Evaluate program delivery abilities of staff.
  - Deliver progressive program activities.
  - Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
  - Coordinate all camp program and campfire activities with other staff.
2. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
  - Assist in the implementation of staff training.
  - Provide guidelines for programs utilizing camp equipment.
  - Ensure campers and staff follow safety procedures in all program areas.
3. Assist in the management and care of the physical facilities and equipment in all program areas.
  - Oversee daily checks of area and equipment for safety, cleanliness, and good repair.
  - Ensure that program areas are kept free of hazards and debris.
4. Supervise and evaluate Program Staff to develop and implement all facets of camp program activities
  - Regularly monitor work of program staff.
  - Provide feedback and guidance to program staff.
  - Provide recommendations and concerns to camp director regarding program staff's performances.
5. Develop and implement schedules and records for all areas of camp program and facilities.
  - Create camper and group program and activity schedules.
  - Develop and supervise staff schedule for programs and activities.
  - Collect and evaluate records; report and evaluate camp program and activity areas.

### Other Job Duties:

- Attend and facilitate administrative staff meetings.
- Maintain clear and positive written and verbal communication with all camp staff.
- Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.

- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Provide ongoing program ideas to counseling and activity area staff.
- Serve 3 weekends during the summer, as scheduled with the Shoshone Director.

#### Relationships:

Assistant Program Directors often have direct supervisory relationships with summer staff. Assistant Program Directors may in some cases be placed in charge when the Director is absent. Assistant Program Directors maintain regular and varied communication with other staff, guests, and volunteers.

#### Equipment Used:

Vehicles, standard camp programmatic equipment, High and Low Challenge Course equipment.

#### Qualifications: (Minimum Qualifications and Experience)

- Experience in administrative roles.
- Affirm Lutheran Christian values and strongly support the goals of Lutherhaven Ministries.
- Must be a minimum of 21 years old.
- Experience in the development and delivery of programs and activities for similar population.
- Current instructional certification in program or related 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 summer staff policies.
- Requires valid drivers license with clean driving record.

#### Knowledge, Skills, and Abilities:

- Training and experience in teaching program to adults and children.
- Desire and ability to work with children outdoors.
- Prior supervisory experience preferred.

#### Physical Aspects of the Position:

- Ability to communicate and work with groups participating (various 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, some bending, stooping, walking up to ¼ to ½ mile or more up and down hills, hiking, climbing, running and stretching. Requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities.
- 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, temperature from below freezing to above 100 degrees and animals such as bugs, snakes, bats, deer, etc.