

## Lutherhaven Ministries

### Job Description: Youth Ministry Program Coordinator Year-Round Exempt



**LUTHERHAVEN**

**Reports to: Lutherhaven Ministries Director of Programs**

**POSITION SUMMARY** Lutherhaven Ministries—a premier Christian camping organization—operates programs for children, youth, adults, and families from around the Pacific Northwest, across the nation, and around the world from three magnificent sites: Camp Lutherhaven on Lake Coeur d’Alene, Shoshone Mountain Retreat in the Bitterroot Mountains along the Idaho Montana border, and McPherson Meadows, a wilderness retreat 20 miles off-grid.

Youth ministry programming is critical to our organization’s founding values, Christian outreach, community impact and recognition, and success. This position is key to our year round and summer camp youth programming.

**EXPECTED RESULTS** The Youth Ministry Program Coordinator serves on the ministry's Program Team to speak *visionary leadership* into all areas of Lutherhaven's programmatic outreach to children, youth, and guests in line with established program strategies, targets, and outcomes. Additionally, this position will work to expand and develop our programming with people with disabilities. Success in the role includes *growing* Summer Camp and year-round youth programs into the recognized best in the region, and *coordinating* logistics, staffing, schedules, supplies, equipment, and other aspects of year-round youth ministry programs across ministry sites, departments, and audiences.

Our program team currently includes but is not limited to, the following roles: Director of Programs, Outdoor Education Coordinator, Shoshone Mountain Retreat & Ranch Program Coordinator, the Youth Program Coordinator, and our Lutherhaven Ministries Interns. This team works closely together to implement, plan, and execute all Lutherhaven Ministries programming.

In addition to their primary focus areas, as a part of the Program Team the Youth Program Coordinator will assist in a variety of year-round, guest and retreat programs at Lutherhaven Ministries.

## KEY AREAS OF RESPONSIBILITY

**1. Summer Camp:** Develop, promote, implement, evaluate, and assure safe, enriching, innovative, and **fun** summer resident, day camp, and weekend youth programs for campers of all ages, in compliance with established written goals and outcomes, utilizing the ministry’s leadership, resources, and settings. Give prominence to safety; leadership, character and values development; environmental responsibility; and most importantly, Christian faith formation as top program outcomes.

**2. Day Camp:** Expand, design, and coordinate our Congregational and NEW! Regional Day Camp Program.

**3. Group Programs:** Serve as Program Coordinator for custom-designed and contracted youth camps and programs, summer and year-round, interfacing with Guest Services to effectively design, direct, and deliver tailored programs recognized for the highest quality to rental clientele.

**4. Youth Retreats:** Lead the Program Team in the development, promotion, implementation, and evaluation of pre-Kindergarten, grade school, middle school, and senior high retreats, giving prominence to Christian faith formation, servant leadership, and relationship building.

**5. Program Marketing & Development:** Work with the marketing team in program promotion across established and new marketing platforms; and represent Lutherhaven Ministries around the region in youth-related venues to actively and successfully grow the ministry's constituency, partnerships, and reach.

**6. Recruitment:** In partnership with the Program Team recruit, retain, and grow the seasonal, summer, and Intern staff pool. Travel to key colleges, universities, and churches to recruit summer and seasonal staff. Serve as part of the interview and staff decision making team.

**7. Recreation:** The Program Coordinator oversees acquisition, routine maintenance, and storage of associated program equipment, play courts, and fields.

## **PERSONAL QUALITIES**

### **Theology**

1. Regular attendance at a Lutheran Church or a church in close confessional, creedal, and doctrinal agreement with Lutheran Christian theology. Preference given to attendee of a participating Lutheran denomination
2. Support and give credence to the Mission, Vision and Values of Lutherhaven Ministries and the Lutherhaven Ministries Approach to Ministry
3. Knowledge, understanding, and ability to clearly convey Lutheran doctrine and teaching.
4. Promote ecumenical relationships with non-Lutheran Christian churches
5. Commitment to servant leadership lifestyle, centered on Jesus Christ
6. Able to work extremely well within the unique structure of a pan-Lutheran ministry and the Christian church at large

### **Vision**

1. Future-oriented focus that seeks to implement Lutherhaven Ministries' Values, Mission, and Vision and the Lutherhaven Approach to Ministry
2. Inspire others to see possibilities for greater servant-leadership in the church, community, and world
3. Sense of strategic timing and planning

### **Management**

1. Ability to recruit, direct, and engage capable young adult staff, and work alongside and with a team of young adults
2. Work in team settings to involve a variety of people in decision-making
3. Elicit trust through openness and shared leadership style
4. Willingness to delegate responsibilities and oversee their completion
5. Work with volunteers of all ages, guiding them towards program goals and utilizing their unique and specific gifts

### **Relationships**

1. Sensitive and responsive to the needs of groups and individuals
2. Able to welcome and serve all guests and campers through Lutherhaven's Approach to Ministry that promotes the welcoming of all
3. Ability to develop growing relationships with our constituency and stakeholders
4. Ability to function effectively with the camp team structure
5. Ability to foster relationships with young adults in a supervisor role
6. Ability to communicate clearly with adults as well as children

### **Personal Life**

1. Maintain a lifestyle that is above reproach and consistent to one serving in Christian ministry and as live according to the Lutherhaven Ministries Personnel Policies

## **CAMP & YOUTH MINISTRY-RELATED KNOWLEDGE AND EXPERIENCE**

1. Experience working with youth and camp-related activities in a camp or church setting
2. Previous organizational camping experience on staff at a Christian camp or church setting preferred
3. Understand the age, stage, and needs of a variety of age groups
4. Must have the ability to speak in front of large groups and lead Bible discussions
5. Possess the organizational skills needed to schedule, program, and lead summer camps, retreats, and other youth ministry events
6. Possess the communication skills needed to recruit and train staff, promote camp events, and invite other people to support and attend the programs of Lutherhaven Ministries
7. Possess the teaching ability to train staff, carry out programs, and pass on the Christian faith

## **RESPONSIBILITIES**

### **Program Oversight**

1. The Youth Ministry Program Coordinator plans, leads, oversees, and evaluates safe, enriching, innovative, progressive, and fun programs and activities for campers across all ministry locations, primarily at our Camp Lutherhaven site, including:
  - a. Summer onsite camp sessions for youth, children, and persons with disabilities

- b. Summer Community and Regional Day Camps
  - c. Year-round camp sessions for youth, children, and persons with disabilities
  - d. Coordinate our Custom Design Groups with Churches, Organizations, and Rental Groups
- 2. Serves on the Program Team and work closely and collaboratively with the Shoshone Mountain Retreat Program Coordinator to make sure all youth ministry objectives are met across ministry sites
- 3. Ensure all youth ministry programming meets established ministry outcomes, in line with camper ages and abilities, ensuring quality experiences are consistently recognized for excellence.
- 4. Ensure timely, accurate, organized, and effectively communicated manuals, schedules, hand-outs, take-home materials, merchandise, and other materials related to summer camps and applicable year-round programs
- 5. The Program Coordinator coordinates summer camp training, scheduling, oversight, and evaluation
- 6. Ensure camp staff learn, understand, know, and follow programmatic, safety, risk management, and educational procedures, and are capable of delivering the best Christian camp programs in the region.
- 7. The Program Coordinator maintains a working relationship with full time, part time, and summer staff, and with year-round volunteers

### **Program Development**

- 1. The Program Coordinator works with congregations, Christian schools, and other youth agencies to custom design program and utilize Lutherhaven Ministries' facilities
- 2. The Program Coordinator serves outside groups in various roles, facilitating the activities available to them at our camps
- 3. The Program Coordinator is scheduled on a rotating basis as retreat/event host in conjunction with ministry needs and calendar. As needed guest services cleaning, and hospitality will be assigned. Pre and post event clean up and housekeeping is a standard part of the Program Coordinator position
- 4. Participate with the staff team to plan and deliver evening programs, special events, and other camp activities, programs, and functions

### **Program Promotion**

- 1. The Program Coordinator works with the marketing staff on brochures, postcards, social media, and the website on programmed youth events
- 2. The Program Coordinator oversees/assists with exhibiting at regional congregations and events
- 3. The Program Coordinator visits area congregations, Sunday schools, youth groups, Christian schools, and other youth and children's programs and events to promote camp programs

## **QUALIFICATIONS**

- Bachelor's degree in an applicable field required
- Experience in administrative roles at a camp of similar size and scope, or the equivalent in other areas of professional ministry.
- Experience in the development and delivery of programs and activities for similar populations.
- Current certification in first aid/CPR/AED, or ability to obtain upon employment.
- A "normal work week" for this position regularly includes working Friday through Sunday.

## **KEY COMPETENCIES:**

- Servant-leadership
- Outdoor leadership and education/instructional training and experience with children, youth, adults, and people with disabilities
- Demonstrated understanding of organizational, interpersonal, and communication skills required to deliver a successful program

## **COLLABORATION:**

- Program Team
- Guest Services & Hospitality Team
- Food Services
- Facilities & Maintenance Team
- Camp Lutherhaven and Shoshone Mountain Retreat Directors
- Marketing Team
- Financial Development Team
- Outside church clientele: pastors, youth workers

## **PHYSICAL REQUIREMENTS**

- Ability to communicate and work with children, youth, and adult groups, providing necessary instruction to campers and staff.
- Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior and/or management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers, guests, and staff in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Physical requirements include endurance in walking, running, standing, bending, stooping, climbing, and stretching. Requires eye-hand coordination and manual dexterity to manipulate hand and power tools and program equipment. Requires normal

range of hearing and eyesight to record, prepare, and communicate student-camper activities/programs. Operate with daily and extended exposure to the sun, heat, rain, and snow under varying weather conditions. Willingness to live in a camp setting and work irregular hours, including weekends, delivering programs across ministry sites.

- The “normal work week” for this position regularly includes working Friday through Sunday

## **SALARY AND BENEFITS**

- Salary DOE
- Housing and utilities on camp required as a benefit to the camp, for 24-hour guest services, maintenance, and emergency services. Some flexibility may be available, but during onsite program events, onsite overnight housing is required
- As per Lutherhaven Ministries Personnel Policies this position is an Extended Staff position, as such, vacation accrual structure is per personnel policies
- Benefits: Lutherhaven Ministries provides a robust offering of benefits and services to enhance the quality of life of its staff. Benefits include health, dental, retirement, life insurance, disability. Lutherhaven Ministries provides full-medical coverage, including dental. A generous retirement plan, plus numerous additional benefits. Paid holidays and vacation.
- Core business hours are 9-5, at the discretion of the Executive Director, remote work and flexible hours are available
- Ongoing Professional Development, Trainings, and Paid Membership in Professional Ministry Organizations

Interested candidates should send an email of interest and resume to:

Executive Director Rebecca Smith  
rebecca@lutherhaven.com  
References upon request.