

ASSISTANT PROGRAM DIRECTOR JOB DESCRIPTION FOR LAKEVIEW VILLAGES

Required Qualifications

1. Minimum age - 20 years old and completed one year in a post-secondary educational program.
2. Dedicated Christian who is willing to share their faith in Christ with others.
3. Previous experience as a member of a summer camp staff.
4. Desire and ability to work with children outdoors.
5. Ability to lead and supervise peers as well as campers.
6. As a representative of Lakeview Ministries, agrees to demonstrate a lifestyle and teach Christian doctrine in accordance with the beliefs of the Lutheran Church-Missouri Synod.

Desired Qualifications

1. Member in good standing of the Lutheran Church-Missouri Synod.
2. Possess the ability to lead others in group activities, especially leading devotional and recreational activities.
3. Willingness to experience outdoor living and to teach/learn new skills.
4. Basic appreciation and understanding of nature as the creation of God and its relationship to man.
5. Ability to accept supervision and guidance.
6. Ability to creatively schedule programs, facilities, and staff.
7. Possess imagination, a sense of humor, patience, conviction, sincerity, enthusiasm, initiative, self-control, adaptability, willingness to learn, integrity, ingenuity, a sense of spiritual direction, and the presence of God in his/her life.

To Whom Responsible

1. The Executive Director in terms of application and employment, training and work assignments, as well as personnel policies and practices.
2. The Program Directors in all areas relative to program activities, inter-staff responsibilities, and regular or special work duties.

General Responsibilities

1. Assist the Program Director in the development, maintenance, supervision, and evaluation of the Lakeview Villages program, keeping the Christian growth and development of each camper and staff member foremost in mind.
2. A total commitment for the term of employment.
3. Provide personal guidance to campers, counselors, and other staff.
4. Exert positive Christian influence with campers and staff at all times.
5. Be responsible for the stewardship of all camp facilities and equipment.
6. Understand, interpret, and maintain the camp's standards and policies.
7. Possess an attitude and actions which continually reflect that Christ lives within you and that you view your position as an opportunity to be in His service.

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Specific Responsibilities

1. Assist the Program Director in upholding all personnel policies, bringing any infractions or major staff concerns to the Director's attention.
2. Relay all necessary information to the Program Director from campers and counselors.
3. With the Program Directors, plan staff training experiences and help lead them.
4. With the Program Directors, coordinate the mid-summer staff refresher weekend.
5. Assist the Junior Staff Coordinator in the supervision and evaluation of the Junior Staff program. Assign daily chores for Junior Counselors.
6. Schedule staff to weekly responsibilities including meal prayers, devotions, free-time supervision, time off, cabin patrol, and Sunday registration assignments.
7. Assign end-of-week cleanup responsibilities for entire staff and Junior Counselors.
8. Help lead counselor meetings and activity planning sessions.
9. Write a Bible Study curriculum to be used for Christian Growth time.
10. Assist the Program Director in leading any part of the Bible study program which gathers the entire camp together.
11. Be responsible for the planning, coordination, leadership, and success of all evening all-camp activities (TBA's).
12. Help the Media Specialist with taking pictures of campers and activities throughout the week to use for weekly photo CD and other promotional materials.
13. With other staff, help prepare for cabin activities, cookouts, and campouts. Promote a variety of activities.
14. Help coordinate the all-camp picture.
15. Hunt for new songs, skits, games, and programs. Record and file.
16. Keep a constant check on equipment needs and report to the Program Director.
17. Fill in for counselors who need to take time away from their normal program duties.
18. Assist the office staff in printing out incoming camper e-mails and delivering them to the campers at meals or canteen.
19. Assist the Junior Staff Coordinator in keeping inventory, restocking, and organizing/cleaning canteen and shirt shack.
20. As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview Villages.

Responsibilities in the Absence of any Full-Time Program Staff

1. Overall supervision of the camp program and program staff.
2. Use common sense in following emergency procedures to ensure the safety and well-being of all campers and staff in the event of illness, accident, inclement weather, or other emergency situations.
3. Be an authority on whether to summon police, fire, ambulance, or other professional assistance.
4. Make operational decisions relative to program areas to the best of his/her ability.