

# **JUNIOR STAFF COORDINATOR 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 and Program Director in terms of application and employment, training and work assignments, as well as personnel policies and practices.
2. The Program Director 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 Junior Staff program, keeping the Christian growth and development of each junior staff member foremost in mind.
2. A total commitment for the term of employment.
3. Provide personal guidance to counselors and junior staff.
4. Exert positive Christian influence with staff and junior 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.

### **Specific Responsibilities**

1. Assist the Program Director in upholding all personnel policies, bringing any infractions or major staff or junior staff concerns to the Director's attention.
2. With the Assistant Program Directors, create weekly Junior Staff cabin, meal, canteen, and cleaning assignments.
3. Work with the Program Directors to plan and lead the Junior Staff training day.
4. Email Junior Staff with pertinent information before their arrival at camp.
5. Lead an opening orientation with the Junior Staff at the start of their cycle.
6. Go over cleaning procedures and locations at the start of each Junior Staff cycle.
7. Collect all Junior Staff health forms and get them to the First Aid Coordinators at the start of each cycle.
8. Work with the Program Directors to fill any open Junior Staff positions throughout the course of the summer.
9. Weekly hand out and collect JS evaluations, making note of any significant remarks. Organize and file JS evaluations.
10. Lead all JS meetings, including a Bible study, activity, and time of sharing.
11. Plan, prepare, and lead Friday evening activities for the Junior Staff.
12. Frequently observe Junior Staff and offer them encouragement and feedback.
13. Work with staff members to support and utilize their Junior Staff.
14. Oversee the restocking and cleanliness of the canteens.
15. Assist the office staff in printing out incoming camper e-mails and delivering them to the campers at meals or canteen.
16. As a team member, assist other staff in any task that will enhance the outdoor ministry of Camp Lakeview.