

Program/Ministry Associates

Responsible to Program Director and Associate Director

Mission: Luther Crest is to inspire faith, stewardship and community in God's creation

Objective: Participate and lead ministry opportunities at Luther Crest.



Qualifications

- Have a commitment to the ministry of the ELCA and its expression at Luther Crest Bible Camp and to follow Luther Crest's mission and philosophy statements
- Have prior experience in camping/retreating.
- Able to meet people and work and communicate well with them.
- Able to speak in public to large groups.
- Lead and train others in an effective small group experience.
- Must have a valid driver's license and be willing to travel as needed.
- Knowledge in operation and use of audio and visual equipment is preferred.
- Must be physically able to perform the specific responsibilities as listed and able to lift items of varying weight properly.

Job Description

Theology

- Effectively communicate the Gospel within the context of Lutheran Theology and be committed to Luther Crest's philosophy and mission as they exist and continue to develop within the mission of the ELCA.

Hosted/Retreat/Program/Development

- Have a strong commitment to Christian hospitality & ministry.
- Coordinate cleaning and retreat preparation with other retreat/program staff.
 - Including, but not limited to: Cleaning the Dining, Meeting and Public Spaces, setting up meeting areas as requested for seating, audiovisual needs, etc.,
 - Ensuring Camp Store are well stocked, bringing pre-cut wood to fireplaces and wood storage areas, Clearing any snow from steps and entry areas of cabins and meeting areas.
- Coordinate the specific Sponsored Program & Retreat program needs.
 - Including, but not limited to:
 - Welcoming each group, Assigning them their housing and meeting spaces, Giving each group an orientation, Assisting with meals, prayers, serving, clean-up and dishes, Opening the camp store, Lighting fireplaces, Leading and assisting groups with program needs (worship, campfires, challenge course, Nature Room), Keeping sidewalks clear of snow during the weekends while groups are present, Spot-cleaning of public areas (especially restrooms) during the weekend. Maintaining hospitality areas, coffee, juice, garbage throughout guests experience and shut down and clean up after event
- Coordinate specific development programs & operations
 - Including, but not limited to: Annual Fund Gift, Capital Fund Gifts and Endowment Fund Gifts as we motivate, invite and ask friends and family to donate to Luther Crest. Maintain records and donor correspondence with the help of the office manager and site director.
- Assist in fund raising activities and events throughout the year.
- Coordinate ministry operations and opportunities with local congregations. (Specific to Ministry Associates)

Directs: None

Indirects: All Staff

Compensation: Negotiable based on experience, Seasonal Temporary Salary