

# Luther Crest Bible Camp

## 2019 Summer Ministry Job Descriptions

### **Camp Counselor (35-42)**

#### **Responsibilities:**

- Leading faith formation in a small group-cabin setting with youth ages Kindergarten - 12th Grade.
- This position spends each day surrounded by youth, faith, and the outdoors, providing a safe atmosphere where youth find unique opportunities to grow in faith and experience God's love through community and creation.
- This position will also spend some weeks in a Day Camp setting and possibly 1 week on a Support Team assisting with projects on-site if needed.

**Requirements:** Must be 18(+) years of age and have completed 1 year of college or equivalent experience beyond High School. Must possess good physical stamina with long hours and the majority of time spent outdoors.

***Salary: \$315 per week***

### **Day Camp Counselor (10)**

#### **Responsibilities:**

- Leading faith formation in a small group setting with youth ages Kindergarten through 5th grade.
- Spend each day surrounded by youth, faith and the outdoors providing a safe atmosphere where youth find unique opportunities to grow in faith and experience God's love through community and creation.
- Spend each week counseling at a different congregation in Minnesota and/or onsite Day Camp.
- May be asked to work 1 week on a Support Team with projects on-site as needed.

**Requirements:** Must be 18(+) years of age and have completed 1 year of college or equivalent experience beyond High School. Must possess good physical stamina and a strong desire to work with energetic, younger children.

***Salary: \$315 per week***

### **Day Camp Director (4)**

#### **Responsibilities:**

- Overseeing and leading Luther Crest's Day Camp programs in area congregations each week throughout the summer season.
- Planning and coordinating schedules and activities with Day Camp contacts within congregations.
- Provide leadership for Day Camp staffing teams including staff supervision and be a mentor to staff and campers within the program.
- Assist in all areas of summer program if needed including fulfilling the role of a Camp Counselor if needed.

**Requirements:** Must be 21(+) years of age. At least 1 summer of previous experience in an Outdoor Ministry setting. Must have current First Aid & CPR/AED certifications or participate in training. Must have a valid Driver's License. \*\*This position will spend the duration of this summer off-site in Day Camp congregations.\*\*

***Salary: \$335.00 per week***

## **Waterfront Director**

### **Responsibilities:**

- Overseeing all operations of Luther Crest's waterfront facility including overseeing all recreational activities such as swimming and supervising Lifeguards.
- Maintaining a clean and safe waterfront environment including daily beach cleaning and daily inventory and inspection of waterfront equipment.
- Communicating any maintenance needs with Property Manager(s).
- Assist in all areas of summer program if needed including fulfilling the role of a Camp Counselor if needed.

**Requirements:** Must be 21(+) years of age, current Lifeguard and/or Waterfront Safety Instructor certification(s), current First Aid & CPR/AED certification(s), and at least 1 summer of previous experience in an Outdoor Ministry setting. Knowledge of and experience with boats is desired.

***Salary: \$330.00 per week***

## **Health Care Manager**

### **Responsibilities:**

- Overseeing all health care needs within the summer program including care for ill or injured staff and/or campers, administration of medications as directed by parents/guardians/camper physicians.
- Inventory of medical supplies, daily/weekly stocking of first aid kits, and medical logs.
- Health care administrative duties such as filing and organization health forms and medical information.
- Assist in all areas of summer program if needed including fulfilling the role of a Camp Counselor if needed.

**Requirements:** Must be currently possess First Aid & CPR/AED certification(s). Enrollment within an RN or LPN licensure program desired or currently hold an RN or LPN License is desired. A valid Driver's License is preferred.

***Salary: \$335.00 per week***

## **Summer Naturalist**

### **Responsibilities:**

- Overseeing Luther Crest's environmental education and creation care components within summer programming and assist with Challenge Course programming.
- Organizing the Nature Center and caring for Luther Crest's resident Nature Room animals.
- Leading environmental focused activities within Groves, devotions, and other programmed activities.
- Overseeing Luther Crest's organic garden and Luther Crest's compost system and recycling system(s).
- Assist in all areas of summer program if needed including fulfilling the role of a Camp Counselor if needed.

**Requirements:** Background in Environmental Education or Outdoor Education. Enrollment within a natural sciences related field of study desired. Must participate in ACCT Level I Facilitator Certification Training or be currently Level I Facilitator certified. Must be able to care for and handle live animals on a daily basis.

***Salary: \$330.00 per week***

## **Media Specialist**

### **Responsibilities:**

- Overseeing all media production in regard to summer programming including photography, videography, social media, and DVD production.
- Creating a weekly Youtube video to be posted online for campers and guests and overseeing all photography and videography used for promotion and marketing purposes.
- Assist in all areas of summer program if needed including fulfilling the role of a Camp Counselor if needed.

**Requirements:** Must have experience with photography and/or videography. Currently enrolled in a photography area of study/graduated with a degree in this area desired. Applicants will be asked to submit a small portfolio that highlights their experience in photography, videography, or media/design.

***Salary: \$330.00 per week***

## **Challenge Course Coordinator**

### **Responsibilities:**

- Overseeing Luther Crest's challenge course programming including low ropes specific activities and high ropes specific activities.
- Overseeing all climbing equipment and team building equipment and activities within the daily summer programming.
- Assist in all areas of summer program if needed including fulfilling the role of a Camp Counselor if needed.

**Requirements:** Must be 21(+) years of age. Must participate in ACCT Level I Facilitator Certification Training or be currently Level I Facilitator certified. Must have at least one 1 summer of previous experience in an Outdoor Ministry setting. Strong communication skills desired.

***Salary: \$335.00 per week***

## **Trail Shack Coordinator**

### **Responsibilities:**

- Overseeing all off-site campout trips and programs.
- Care and maintenance of camping equipment.
- Assist in preparation of camp out food items.
- Manage and maintain an organized Trail Shack.
- Assist leading various off-camp programs including but not limited to Xtreme Camp, Fishing Camp, Wet & Wilderness.
- Assist with various Challenge Course programming and will also assist in all areas of summer program if needed including fulfilling the role of a Camp Counselor if needed.

**Requirements:** Must be 21(+) years of age. Must participate in ACCT Level I Facilitator Certification Training or be currently Level I Facilitator certified. Knowledge of camping equipment and experience driving with and backing various trailers is desired. Valid Driver's License required.

***Salary: \$330.00 per week***

## **Worship & Bible Study Coordinator**

### **Responsibilities:**

- Coordinating and planning daily worship experience for youth and adults.
- Organizing and preparing all Bible study materials and overseeing Bible study and worship supply inventories.
- Coordinating roles for worship experiences among the Summer Ministry Team.
- Assist in planning various partnership worship experiences such as Calvary at the Lake or Lake Carlos State Park worship experiences.
- Plan and coordinate various staff worship experiences throughout the summer.
- Assist in all area of summer program including fulfilling the role of a Camp Counselor if needed.

*If this position is filled by a current Seminary Student, this position will also assume the role as Summer Chaplain.*

**Requirements:** At least 1 summer of previous experience in an Outdoor Ministry setting.

***Salary: \$330.00 per week***

## **Arts & Crafts/Camp Store Coordinator**

### **Responsibilities:**

- Overseeing all arts and crafts activities within the daily summer program.
- Overseeing supply inventories for craft activities.
- Planning and coordinating various arts and crafts activities within an age progression of summer campers.
- Oversee the organization and inventory of both the Summer Canteen and the Summer Camp Store including daily and weekly inventory and communicating any resupply needs with the Program Director(s).
- Assist in all areas of summer program including fulfilling the role of a Camp Counselor if needed.

**Requirements:** At least 1 summer of previous experience in an Outdoor Ministry setting.

***Salary: \$330.00 per week***

## **Games & Activities Coordinator**

### **Responsibilities:**

- Overseeing all daily games and special activities during each week of summer programming including All Camp Games, Grovers, Afternoon Activities, and Thursday All Camp Activities.
- Responsible for organization and inventory of game supplies including any equipment maintenance.
- Assist in the coordination of activities during sport-camp weeks including Volleyball Camp and Basketball Camp.
- Assist in all areas of summer program if needed including fulfilling the role of a Camp Counselor if needed.

**Requirements:** Must be 21 (+) years of age. At least 1 summer of previous experience in an Outdoor Ministry setting. Participation in ACCT Level I Challenge Course Facilitator Training desired.

***Salary: \$330.00 per week***

## **Sr High/Magi Coordinator**

### **Responsibilities:**

- Oversee and coordinate daily Sr High Camper schedules including leading daily meetings with Keepers and Blazers, assisting with integration of campers into the program, and develop and carry out age appropriate leadership activities for campers.
- Assist in the integration of Camp Magi and Grandparents into the camp schedule.
- Assist in all areas of summer program if needed including fulfilling the role of a Camp Counselor if needed.

**Requirements:** Must be 21(+) years of age. Must have 2(+) summers of experience in an Outdoor Ministry setting. Must have a valid Driver's License.

***Salary: \$330.00 per week***

## **Community Director**

**Responsibilities:** Overseeing all on-site daily program areas including:

- Supervising the Summer Ministry Team.
- Leading staff meetings.
- Assisting with the preparation of weekly cabin and staffing assignments.
- Overseeing all daily operations of the summer program including transportation, program, staff, and resource logistics.
- Serve as a liaison between the Summer Ministry Team and the Year-Round Ministry Team.

**Requirements:** Must be 21(+) years of age. Must have 2(+) summers of experience in an Outdoor Ministry setting and 1(+) summer of experience in a leadership role within an Outdoor Ministry setting. Must have a valid Driver's License.

***Salary: \$365.00 per week***

## **Site and Facilities Assistant**

### **Responsibilities:**

- Assist and coordinate with the Site and Facilities Manager.
- Care and maintenance of camp equipment.
- Assist in the management of the Luther Crest and Pilgrim Point site and facilities.
- Maintain the organization of Maintenance Sheds.
- Assist in all areas of summer program if needed

**Requirements:** Must be 18(+) years of age. Knowledge of camping equipment and experience driving with and backing various trailers is desired. Valid Driver's License required.

***Salary: \$315.00 per week***

## **Assistant Cook (2)**

### **Responsibilities:**

- Assist and coordinate with Food and Hospitality Managers.
- Care and maintenance of camp cooking equipment.
- Assist in the management of the Luther Crest and Pilgrim Point kitchens.
- Maintain the organization of camp kitchen.
- Assist in all areas of summer program if needed

**Requirements:** Must be 18(+) years of age. Knowledge of kitchens and food management is desired.

***Salary: \$315.00 per week***

## **Pilgrim Point Coordinators (2)**

### **Responsibilities:**

- Be responsible to the Executive and Program Directors of Pilgrim Point
- Communicate site and facility needs with the Luther Crest Site and Facilities Manager.
- Assist and coordinate with Food and Hospitality Managers of Pilgrim Point.
- Overseeing all operations of Pilgrim Point's waterfront facility including overseeing all recreational activities such as swimming and supervising Lifeguards.
- Care and maintenance of camp equipment.
  - Maintaining a clean and safe waterfront environment including daily beach cleaning and daily inventory and inspection of waterfront equipment.
  - Caring and maintaining camp cooking equipment.
  - Organize and facilitate camp hospitality.
  - Oversee and care for all Pilgrim Point maintenance equipment.
- Assist in camp operations as needed.

**Requirements:** Must be 21(+) years of age. Must be currently possess First Aid & CPR/AED certification(s) AND Lifeguard and/or Waterfront Safety Instructor certification(s). Knowledge of and experience with boats is desired. Knowledge of kitchens and food management is desired. Knowledge of camping equipment and experience driving with and backing various trailers is desired. Valid Driver's License required.

***Salary: \$345.00 per week***