

## Camp Lutherwood Oregon

<b>JOB TITLE</b>	Summer Program Director
<b>REPORTS TO</b>	Executive Director
<b>DEPARTMENT NAME</b>	Program and Operations

### 1. PRIMARY PURPOSE

The Summer Program Director will work with and in support of the camp directors within the personnel policies and guidelines of Camp Lutherwood Oregon. The Summer Program Director is responsible for leadership and supervision of the summer staff team members. Summer Program Director should serve as a model of leadership, responsibility, and Christian character for all staff. The Summer Program Director reports to the Executive Director.

### 2. ESSENTIAL DUTIES & RESPONSIBILITIES

- Serve as leader, coordinator and facilitator of the Camp Lutherwood Oregon overall program including worship, challenge course, and all programmatic needs of the on-site program.
- Mentor the staff members that are on the Program Team, encourage and guide them in their roles by being a positive role-model through your words and actions.
- Lead & assist in all summer camp programs and activities as they relate to camp groups, maintenance concerns, office procedures, dining room procedures and all other program needs, in coordination with camp directors, including but not limited to:
  - Help facilitate and oversee all COVID-19 guidelines pertaining to summer camp programs as outlined by the Oregon Health Authority
  - Participate in the planning and leading aspects of Staff Training as assigned
  - Mentor and encourage all staff, especially counseling staff. Provide assistance, ideas and encouragement to counselors, enabling them to be the best possible counselor for their campers. As assigned, conduct regular observations to ensure acceptable job performance.
  - Plan and oversee quality morning worship and evening campfire with staff and pastoral assistance
  - Oversee the planning of and implementation of all-camp activities, evening games, and night games using the Program Team as the primary lead in implementation.
  - Co-coordinate and act as supervisor (ACA) for weekly specialized programs (archery, model rockets, outdoor skills, cook outs, rock wall climbing).
  - Assist in verifying specialized program activity staff skills, as assigned conduct regular observations to verify that activity leaders teach and enforce safety regulations, provide appropriate instruction, identify and manage hazards, and apply appropriate emergency procedures.
  - Assign First Word leadership and evening staff rotations during the camp week.
  - Plan, finalize and communicate weekly schedule to all staff.
  - Assist with scheduling and staff assignments in coordination with camp directors.
  - Create reports from summer programs at the close of the season
  - Assist with the creation of next summer program schedule
  - Other duties may be added or changed depending on the person's skills and experience

### 3. OTHER DUTIES AND RESPONSIBILITIES

- Maintain awareness of ACA Program Standards and provide documentation as pertinent to areas of responsibilities and as directed.
- Attend daily and weekly staff meetings, facilitating as assigned.
- Serve as a cabin counselor, dish crew and possible kitchen support as needed (COVID-19)
- Be alert to the needs, problems, and morale of the staff and campers and consult with the directors and Mental Health Specialist as needed.
- Give your 100% effort to foster and encourage a great community that carries out through the summer.
- Maintain ongoing personal spiritual growth through prayer, study and worship.

**4. JOB/BEHAVIORAL COMPETENCIES**

- Flexibility to adapt to regularly changing circumstances and programmatic needs.
- Enjoy young people and a summer camp atmosphere.
- Excellent written and verbal communication with Directors and staff
- Strong computer skills, competent in Word, internet, basic database navigation
- Self-motivated, strong skills in planning and organization
- Practice active listening
- Practice Hospitality to all guests including other staff and volunteers
- Enjoyment of people of all ages and the willingness to put their needs and those of the camp community ahead of personal desires; able to engage with all ages of guests
- Enjoyment of the outdoors
- Respect and teach respect for all people, the natural environment, camp facilities, and camp equipment, Participate actively in the camp community, in staff gatherings, and in meetings
- Ability to function as a working member of a group
- Sound moral character
- Good physical health and vitality
- Emotional stability
- Willingness to laugh and have fun
- Maintain a professional attitude toward camping and ministry
- Emphasize safety in all activities including emotional, physical, and spiritual safety

**5. MINIMAL QUALIFICATIONS AND EXPERIENCE**

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.*

- Education: Four-year degree preferred
- At least three years of experience in organized camping
- Demonstrated experience in program planning and implementation
- At least one season of summer program leadership
- Demonstrated experience in supervising staff
- Understand and adhere to a Christian teaching and have respect for Lutheran theology, and develop within all who attend a deeper commitment of faith.
- Have or be capable of obtaining personal certification in CPR/First Aid, lifesaving, archery, canoeing, climbing tower, or others deemed necessary

**6. PHYSICAL DEMANDS**

**A. The physical effort typically applied in this job includes:**

- |  |   |  |   |
|--|---|--|---|
| <input checked="" type="checkbox"/> Lifting  | <input checked="" type="checkbox"/> Pulling | <input checked="" type="checkbox"/> Reaching | <input type="checkbox"/> Manipulating             |
| <input checked="" type="checkbox"/> Carrying | <input checked="" type="checkbox"/> Pushing | <input type="checkbox"/> Shoveling           | <input checked="" type="checkbox"/> Keying/typing |
| <input type="checkbox"/> Other (specify)     |   |  |   |

**B. The effort reflected in the above chart is typically applied in the following work positions:**

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Sitting  | <input checked="" type="checkbox"/> Standing | <input checked="" type="checkbox"/> Walking |
| <input checked="" type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Bending  | <input type="checkbox"/> Confined           |
| <input type="checkbox"/> Other (specify)     |  |   |

**7. MENTAL OR VISUAL DEMAND**

<input checked="" type="checkbox"/>	Concentrated mental and/or visual attention; the work involves performing complex tasks to very cl accuracy and quality specifications; requires attention to detail and to people's needs.
-------------------------------------	---

<input checked="" type="checkbox"/>	Ability to listen and speak to others in person, on the phone, and/or the walkie-talkie
-------------------------------------	---

**8. WORKING CONDITIONS**

**A. Possible disagreeable elements typically of the work area (while on site at camp):**

<input checked="" type="checkbox"/> Dust	<input checked="" type="checkbox"/> Dirt	<input checked="" type="checkbox"/> Heat	<input checked="" type="checkbox"/> Cold
<input type="checkbox"/> Fumes	<input checked="" type="checkbox"/> Noise	<input type="checkbox"/> Vibration	<input checked="" type="checkbox"/> Water
<input type="checkbox"/> Other (specify)			

**B. Description of the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above:**

X	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
---	---

**9. ATTENDANCE**

All employees are expected to comply with company attendance standards as agreed upon employment and according to the employee handbook.

**10. SAFETY**

All employees are expected to comply with company safety standards and all American Camp Association standards. All employees are expected to be trained on all equipment prior to operation.

**11. FLSA STATUS**

Exempt

**12. SIGNATURES & DATES**

The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements. **NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.**

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Camp Lutherwood Oregon is committed to an employee selection process that embraces diversity and inclusion. It is the policy of the Camp that all applicants and employees are entitled to equal employment opportunity regardless of race, color, religion or creed, gender (includes pregnancy or related medical conditions), gender identity, national origin, age, disability, veteran status or other protected characteristics as required by local, state and federal law. In compliance with the provisions of all applicable state and federal civil rights laws, employment decisions will be made to employ the most qualified individuals without regard to the above factors. The Camp is committed to providing a work environment that is free of discrimination. The Camp does not, and will not permit any of its employees to engage in discriminatory practices involving individuals that they come in contact with as representatives of this Organization, or their co-workers.

Camp Lutherwood Oregon complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Lutherwood Board chair or current designated person.