



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>LLYC Associate</b>
<b>DEPARTMENT:</b>	LLYC
<b>REPORTS TO:</b>	TBD
<b>EFFECTIVE DATE:</b>	Two-year Assignment – Start Date TBD
<b>CLASSIFICATION:</b>	Salaried, Exempt

### **POSITION SUMMARY:**

The LLYC Associate position will work for two years as a member of the Laity Lodge Youth Camp team while participating in the H. E. Butt Foundation Associates Program. The LLYC Associate will focus largely on relationship building with previous and new summer staff through the recruiting, interviewing, and hiring process. This position will play a significant role in preparing for summer camp through working on the camp schedule, ministry curriculum, staff training, activity preparations, program ideas and more. During the summer this position will serve on LLYC Central Leadership Staff. As a part of the Associate Program, this role will participate in consistent professional, personal, and spiritual development to help discern future calling and vocation.

**PROGRAM MISSION:** LLYC offers campers a blend of high-energy recreation, wild adventures, peaceful renewal, and meaningful community. Campers are always encouraged to be themselves, develop deep friendships with their peers and counselors, explore faith in Christ, and encounter God.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

### **ESSENTIAL FUNCTIONS:**

- Personal, Professional and Spiritual Development
  - Participate in thoughtful and challenging discussions around faith, culture, social issues, and vocation led by full-time Foundation staff or resource guests.
  - Learn about yourself, your vocational gifts, and the integration of your faith

in all areas of your life through book discussions, off-site learning experiences, and personality/aptitude testing.

- Attend workshops on networking, resume writing, interview skills, financial planning, and LinkedIn or other online educational platforms.
  - Attend at least one strategic conference to further spiritual development.
  - Meet consistently with a chosen mentor for personal and spiritual development and receive professional mentorship from program leaders.
- Staff Recruiting, Training, Development and Leadership
    - Interview and hire 50+ high school and college summer staff annually.
    - Discuss sensitive information on summer staff applicants, maintaining confidentiality, and utilizing judgment to make hiring decisions.
    - Continually disciple and nurture summer staff through fall and spring semesters.
    - Responsible for planning and executing fall recruiting events for up to 100 attendees in various college towns.
    - Lead in coordinating recruiting trips to various college towns to continue existing relationships and meet potential new staff.
    - Target potential new staff through various forms of marketing.
    - Work to improve and positively impact current recruiting efforts by contributing new and effective ideas.
    - Responsible for planning and executing annual LLYC & LLFC Christmas Party (up to 100 attendees), Central Leadership Staff Retreat (50+ attendees), and Staff and Crew Retreat (200-250 attendees).
    - Develop new ways to train staff to facilitate camp more efficiently and effectively.
    - Design and plan various forms of staff touchpoints including a personalized birthday gift, finals care packages, and the annual LLYC Christmas Card.
  - Summer Preparation
    - Onboard and communicate with new hires consistently.
    - Assist directors by providing input as they design and plan the summer session schedules and ministry curriculum.
    - Perform various administrative tasks including selection and purchase of annual staff gift, booking of staff week band, purchasing of supplies and equipment for summer programs and activities.
    - Collaborate on the design, selection and ordering of camp store merchandise.
    - Collaborate with newly hired summer leadership staff to develop camp program themes and ideas.
    - Assist in planning, designing, and executing Work Week and Staff Training

- Week.
    - Schedule staff for activity trainings, coordinate their arrival, and host staff during training sessions.
    - Lead sessions during pre-camp staff training.
- Summer Leadership
  - Serve on LLYC Central Leadership Staff for the duration of two summer camping seasons.
  - Lead, mentor, and minister to a designated team of staff during the summer.
  - Provide performance feedback for direct reports during camping season.
  - Assist in oversight and guidance of daily summer camp programs, prioritizing safety and care of campers.
  - Exemplify sound judgment and discretion in handling difficult and sensitive information while maintaining appropriate levels of confidentiality.
  - Consistently evaluate mental health needs of campers and staffers and determine appropriate ways to care for information, including seeking professional assistance.
  - Contribute to conversations involved in determining termination of employment for summer staffers when the need arises.
  - Contribute to conversations involving sending home campers due to disciplinary issues, and physical or mental health issues that cannot be properly cared for at LLYC.

**Qualifications:**

- Bachelor's degree strongly preferred
- Experience working with youth, preferably in a ministry setting
- Leadership experience within work or volunteer organization
- History of attending or working in summer camp setting preferred

**Competencies:**

- Takes initiative in independent work in addition to being a team contributor
- Strong communication skills including attentive listening, speaking, and presenting
- Displays sound judgment and careful discretion in making difficult decisions
- Exemplifies confidentiality with highly sensitive information
- Showcases follow-through to the end when given projects to accomplish
- Ability to set boundaries between professional and personal relationships
- Adaptable to frequently changing work environment
- Openness to participate in development activities that include exploring differing opinions and views

**Physical Requirements:**

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to stand, walk, and use hands and arms to handle or feel.
- This position requires a high degree of physical and mental demands as they train and lead staff or facilitate activities with campers.
- The employee may occasionally lift and/or move items up to 25 pounds.
- Must have ability to independently drive a vehicle.

**Work Environment:**

- This position requires frequent travel throughout the year.
- Working conditions will vary and include being in an outdoor environment.
- Requires relocation to the Canyon during summer months.
- This position is required to serve the program per scheduled operations, which involves the summer and other extended periods.
- This role routinely uses standard office equipment such as computers, phones, and multi-function printers.
- Ability to work outside on uneven terrain and in varying weather and environmental conditions.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Employee Signature

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Date

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Manager Signature

\_\_\_\_\_  
Date