**JOB DESCRIPTION**

**Employee Name**

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| **JOB TITLE:** | **Director of Laity Lodge Youth Camp** |
| **DEPARTMENT:** | LLYC |
| **REPORTS TO:** | Executive Director of LL Camping Programs  |
| **EFFECTIVE DATE:** |  |
| **CLASSIFICATION:** | Exempt |

**POSITION SUMMARY**: The Directors of Laity Lodge Youth Camp work with a team of Assistant Directors and staff providing leadership, direction, and supervision of activities and programs that deepen our model of relational ministry.

**PROGRAM MISSION:** Laity Lodge Youth Camp (LLYC) is a Christian youth camp that offers campers the best two weeks of their lives through 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 Stewardship, Hospitality, Unity, and Excellence.

**ESSENTIAL FUNCTIONS:**

* Coordinate and implement administrative tasks that impact camp and the H. E. Butt Foundation
	+ Monitor camper issues/respond to parent inquiries in a timely manner and communicate to parents reportable information
	+ Document Accident Reports/Incident Reports/Child Protective Service Reports that relate to the campus
* Assist in the development and implementation of Camp Programs/Themes
	+ Collaborate with Programmers to develop session themes that are age appropriate and have widespread appeal
	+ Gather and analyze Parent Survey findings to improve the program/activities/ camp experience
	+ Collaborate with LLYC full-time staff to create a Camper Survey administered to campers at camp
* Develop procedures and schedules to coordinate the activities that support successful camp experiences
	+ Research and develop activities that enhance the camper experience and encourage and foster camper/counselor relationships
	+ Encourage and collect staff assessments/critiques to continually expand and improve activities
* Develop strategies to lead and develop the discipleship of seasonal staff
	+ Prepare agendas and lead daily staff meetings during summer programming
	+ Lead/train/guide/mentor Leadership Staff
	+ Teach the seasonal staff their role and potential outcomes of camp
	+ During camp, assist to facilitate/mediate staff personnel issues
* Collaborate with full-time Directors/colleagues in the recruiting, hiring, training and development of summer staff to include:
	+ Staff applications
	+ Staff recruiting/interviewing
	+ Staff training
	+ Identifying staff for special programs
* Coordinate specifically assigned camper ministry activities for effective spiritual impact
	+ Oversee and monitor Roundup
	+ Develop relevant Cabin Times Material and Experiences
* Foster learning and continuous improvement
	+ Develop, distribute, gather, and report survey results from campers to report on current success and improve the camp experience
	+ Be visible and present at camp, with both staff and campers
	+ Attend annual leadership and youth ministry conferences to spiritually build discipleship skills
* Foster and actively pursue individual, personal spiritual growth
* Perform other related duties as assigned by management

**QUALIFICATIONS:**

* Undergraduate degree required
* Advanced degree and/or theological degree a plus
* A minimum of 4 years of experience in formal ministry and/or service as a camp director

**COMPETENCIES:**

* Strong, active, vibrant faith and theological breadth and depth
* Strong spiritual life and devotion to Christ
* Ability to minister to the whole family ~to understand family dynamics and be proactive in partnering and involving parents
* To uncover and analyze what is shaping and influencing young people to remain relevant in ministry practice.
* Ability to attract, lead, develop and retain LLYC seasonal staff.
* High level of knowledge and understanding related to program design, development, delivery, and replication with excellent upfront program delivery skills
* The ability to teach and communicate effectively through relationships and through programs.
* Strong leadership and administrative skills including organization, management, planning, directing, and developing vision.
* The expertise to create a community for a group of young people so that they can feel secure, loved, and nurtured.
* The capacity to care for and give guidance, addressing the diverse needs and changes of adolescence.

**PHYSICAL REQUIREMENTS:**

* Ability to lift and carry equipment and supplies weighing up to 25 pounds
* While performing the duties of this job, the employee is regularly required to talk and hear.
* This position is active and requires standing, walking, bending, kneeling, and stooping throughout the day.

**WORK ENVIRONMENT:**

* This job operates in a professional office environment as well as a camp or retreat setting.
* The work is often outside on uneven terrain and in varying weather and environmental conditions.
* Schedules vary by season and are based on camping program needs. You will be required to live on our camp property in Leakey, TX during the summer season and work some weekends during the year.
* Position requires frequent travel for staff recruiting and other events.
* This role routinely uses standard office equipment such as computers, phones, multi-function printers, and filing cabinets.

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.

EMPLOYEE SIGNATURE DATE

MANAGER SIGNATURE DATE