

## **JOB DESCRIPTION**

### **Employee Name**

<b>JOB TITLE:</b>	<b>LLFC Associate</b>
<b>DEPARTMENT:</b>	LLFC
<b>REPORTS TO:</b>	Assistant Director of Family Camp
<b>EFFECTIVE DATE:</b>	Two-Year Assignment
<b>CLASSIFICATION:</b>	Salaried, Exempt
<b>HOME LOCATION:</b>	Kerrville, Texas

### **POSITION SUMMARY:**

The LLFC Associate position will work for two years as a member of the Laity Lodge Family Camp team while participating in the H. E. Butt Foundation Associates Program. The LLFC Associate will focus largely on relationship building with previous and new staff through the recruiting, interviewing, and hiring process. This position will play a significant role in preparing for weekend retreats and summer camp through working on the camp schedule, ministry curriculum, staff training, activity preparations, program ideas and more. 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:**

Laity Lodge Family Camp (LLFC) is an interdenominational Christian family camp designed to strengthen relationships within the family system by providing a relaxed, fun-filled opportunity for families to be together in an atmosphere dedicated to Christ. LLFC is part of the H. E. Butt Foundation of ministries that is an expression of the Butt family's commitment, vision, and generosity. LLFC exists to make a difference in the world through refreshed and renewed people.

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

### **ESSENTIAL FUNCTIONS:**

- Facilitate Family Camp programs – weekend and summer
  - Participate in the planning, creative brainstorming, and preparation for weekend and summer retreats.
  - Be present for the duration of weekend retreats and support the opening and closing processes for each retreat.
  - Assist with the hiring of weekend retreat staff and seasonal summer staff and provide leadership for the staff throughout the retreats.
  - Collaborate with the team to coordinate retreat activities and plan quality retreat programming.
  - Assist Directors in getting camp ready to open for the summer during Work Week, Staff Week, etc.
  - Serve in a leadership role over the duration of two summers, being available for families and staff in that specific role.
- Staff Recruiting, Training, Development and Leadership
  - Work with Director and Assistant Directors to facilitate and complete recruitment of and interviews for seasonal summer staff and weekend retreat staff. This will include

- visiting college campuses, attending camp job fairs, attending campus organization meetings, meeting with individual students, and developing new initiatives.
- Assist Director and Assistant Directors in the discipleship and nurturing of seasonal summer staff and retreat staff.
- Assist Director and Assistant Directors with the development and implementation of staff training for summer and weekend retreats.
- Maintain confidentiality and utilize judgement to make hiring decisions, as well as support seasonal staff in post summer transitions through writing recommendation letters, taking character reference calls, etc.
- Consistently evaluate mental health needs of staff and determine appropriate levels of care including seeking professional assistance when appropriate.
- 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.

#### **QUALIFICATIONS:**

- Bachelor's degree strongly preferred
- Experience in camping program leadership 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

#### **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

##### **Mental and Physical Demands**

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

##### **Environmental Factors**

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environment and

events. This job operates primarily in a professional office environment mainly in Kerrville, Texas. Will experience occasional outdoor responsibilities. Must be able to work between camp and office facilities on uneven terrain, as needed.

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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

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Date