



## **Job Description: Program Staff**

### **Reports to: Assistant Director**

#### **Minimal Qualifications:**

- Active Christian faith
- At least one year of previous experience on Camp Lake Stephens Staff
- Comfortable with building Christian Community through teaching, leading, equipping, and supervising others
- Passion and ability to facilitate harmonious relationships and interactions between staff
- Ability to perform potentially strenuous physical activities (hiking, field games, water activities, etc.)
- Ability to work well with, support, and supervise others
- Ability to give and receive constructive criticism in a loving, Christ-like manner
- Critical thinking and problem-solving skills in all types of high-stress and fast-paced situations
- Willingness to support the theological doctrine and practices of the United Methodist Church

#### **General and Specific Responsibilities:**

- Carefully coordinate daily schedule with fellow program staff members as necessary
- Supervise counselors
  - Hold Counselors accountable for their campers' physical, mental, and spiritual needs
  - Encourage creativity
  - Model Christian leadership
  - Provide spiritual encouragement and leadership to assist counselors in successfully serving their campers
  - Hold counselors accountable for their actions, adherence to camp policies and procedures, interactions with campers, and interactions with staff
  - Participate in family group activities as needed
  - Check in with counselors on a daily basis
  - Lead and facilitate weekly staff meetings
  - Lead and facilitate staff worship sessions
  - Be a model of Christian maturity, sharing the Gospel of Jesus Christ with all campers, counselors, and staff members
  - Seek opportunities to share leadership knowledge to ensure continuity and strong leadership of program in the future
- Assist Assistant Director with staff evaluations throughout the summer
- Participate and assist in planning or leading camp worship times
- Maintain an atmosphere of spiritual growth, personal development and safety in camp
- Assist as needed with photography, special events, and videography

- Coordinate and Facilitate specific aspects of the position occupied
  - High Ropes Coordinator
  - Healthcare Coordinator
  - Program Coordinator
  - Digital Media Coordinator
  - Worship Coordinator
  - Day Camp Coordinator
  - Adventure Camp Coordinator
- Be ready and willing to lead sections of summer staff training
  - Plan, prepare and communicate about summer staff training with other Program Staff and Assistant Director
  - Attend Program Staff retreat

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.