

PROGRAM SUPPORT POSITION JOB DESCRIPTION FOR LAKEVIEW VILLAGES

Required Qualifications

1. Minimum age – 18 years old
2. Completed at least one year in a post-secondary educational program or job.
3. Previous experience as a member of a summer camp staff.
4. First Aid/CPR certification or willingness to get one.
5. Dedicated Christian who is willing to share their faith in Christ with others.
6. Desire and ability to work with children outdoors.
7. Ability to lead and supervise peers as well as campers.
8. As a representative of Lakeview Ministries, agrees to demonstrate a lifestyle and teach Christian doctrine in accordance with the beliefs of the Lutheran Church-Missouri Synod.

Desired Qualifications

1. Member in good standing of the Lutheran Church-Missouri Synod.
2. Lifeguard certification or willingness to get one.
3. Possesses a high degree of personal initiative and is a self-starter.
4. Is highly flexible and willing to adapt.
5. Skill, experience, and confidence in leading groups and providing fun community-focused experiences.
6. A strong team-player with a drive for encouraging others.
7. Ability to accept supervision and guidance.
8. Possess imagination, a sense of humor, patience, conviction, sincerity, enthusiasm, initiative, self-control, adaptability, willingness to learn, integrity, ingenuity, a sense of spiritual direction, and the presence of God in his/her life.

To Whom Responsible

1. The Executive Director, Director of Operations, and Program Director in terms of application and employment, training and work assignments, as well as personnel policies and practices.
2. The Program Director in all areas relative to program activities, inter-staff responsibilities, and regular or special work duties.

General Responsibilities

1. Assist the Program Director in the development, maintenance, supervision, and evaluation of the Lakeview Villages program, keeping the Christian growth and development of each camper and staff member foremost in mind.
2. A total commitment for the term of employment.
3. Provide personal guidance to campers, counselors, and other staff.
4. Exert positive Christian influence with campers and staff at all times.
5. Be responsible for the stewardship of all camp facilities and equipment.
6. Understand, interpret, and maintain the camp's standards and policies.
7. Possess an attitude and actions which continually reflect that Christ lives within you and that you view your position as an opportunity to be in His service.

Specific Responsibilities

This position requires the person filling it to be highly driven to serve the needs of the camp program, campers, and staff. This role requires the flexibility and competency to serve in nearly any other position should the need arise, as well as motivation to seek out ways to better the camp program if the staff member finds him/herself with down time when not off.

The Program Support position exists to fill in for staff who are unable to perform their duties. This could result from a staff member becoming ill, injured, or needing to take an unexpected leave from their normal work duties. This means that the Program Support staff member could spend several weeks serving as a counselor, media specialist, crafts coordinator, first aid coordinator, or any other role as needed.

If there is no other role that needs to be filled, the Program Support Role will provide support to the ministry in the following ways:

1. Program Support:

- a. Bring extra camp magic and fun to planned camp activities (All Camp Orientation, TBAs, Evening Activities, Junior Staff Activities, Special Dinners, etc.) Coordinate this with the Assistant Program Director.
- b. Help lead Zip Line and Group Building sessions.
- c. Explain and encourage support of the Summer Mission Project with campers.

2. Program Director Support:

- a. Be a leader and role model among the rest of the staff, taking care of problems as you notice them and bringing issues and concerns to the attention of the Program Director.
- b. Assist in making camper cabin assignments and assembling pre-camp information packets.
- c. Explain, pass out, and collect the weekly camper survey.
- d. Complete any miscellaneous projects that need to be done.

3. Staff Support:

- a. Seek out ways to encourage and support the summer staff spiritually and professionally.
- b. Be cross-trained in various other Support Staff roles with the ability to fill in as necessary. (Priority for training begins with the First Aid and Media roles, with others added as time allows.)
- c. Step in to lead activities for counselors on occasion to give them time to bond with their campers in a different way.