

LAKEVIEW MINISTRIES

DIRECTOR OF OPERATIONS – LAKEVIEW SPRINGS **JOB DESCRIPTION**

Position Description

The Director of Operations – Lakeview Springs provides senior-level leadership for the development, launch, and ongoing operation of the Lakeview Springs site. This role is responsible for guiding the Lakeview Springs property from a newly developing site into a fully operational, mission-aligned ministry focused on Family and Adult Ministry, while working in close collaboration with the Executive Director and the broader Lakeview Ministries leadership team.

Lakeview Springs is a new ministry site under construction, expanding upon Lakeview Ministries' more than 60-year legacy of outdoor Christian ministry. A significant portion of this role involves facility build-out, construction coordination, program design, and community engagement, ensuring that Lakeview Springs is developed in a way that supports long-term ministry impact, financial sustainability, and faith-centered mission fulfillment.

The Director of Operations – Lakeview Springs serves as a visible leader, collaborator, and “chief champion” for the site—rallying churches, individuals, partners, and the surrounding community to prayerfully invest in and support this new ministry opportunity.

General Responsibilities

- Serve as a key member of the Lakeview Ministries leadership team, advancing the overall mission, vision, and strategic goals of Lakeview Ministries.
- Work closely with the Executive Director in leadership, planning, budgeting, staffing, and evaluation related to Lakeview Springs.
- Uphold and actively promote the Christian faith, mission statement, and statement of beliefs of Lakeview Ministries in all professional and public settings.
- Represent Lakeview Springs and Lakeview Ministries positively to churches, donors, partners, guests, and the broader community.
- Model Christ-centered leadership, integrity, humility, and enthusiasm in all interactions with staff, volunteers, guests, and supporters.

Specific Responsibilities

- Train, supervise, and evaluate the staff that are direct reports according to the staffing model.
- Ensure, along with your supervised Program Team, that all Lakeview Ministries Programs and Retreats/Rentals hosted at the Camp Lakeview and Lakeview Villages sites are implemented and completed to the benefit of Lakeview's constituents.
- Ensure, along with your supervised Facilities Team, that all buildings, structures, and general properties are maintained and upkept for the beneficial use and well-being of Lakeview's guests.
- Ensure, along with your supervised Food Service Team, that the food service needs of Lakeview's guests are fulfilled to the satisfaction of the guests.
- Assist, with the Executive Team, in implementing improvements to the administrative structures and needs of the organization when needed.
- Sustain staff and volunteer morale, fellowship, spiritual well-being, and team unity.
- Evaluate current operations and make recommendations as they arise.

As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview.

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Required Qualifications

1. Possess at least a bachelor's degree from a post-secondary institution **and** have at least four years of job-related experience **or** have 8 years of job-related experience without a degree.
2. Dedicated Christian who is willing to share their faith in Christ with others.
3. Desire and ability to work outdoors with children, youth, families, and adults.
4. Ability to train, lead and supervise full time, part time, and summer staff members, junior staff and general volunteers.

Desired Qualifications

1. Member in good standing of the Lutheran Church-Missouri Synod.
2. Rostered Lutheran Church – Missouri Synod church worker or willingness to pursue a call through the colloquy program.
3. Previous experience as a member of a summer camp staff.
4. Training and certifications in lifesaving, CPR, and/or First Aid.
5. Possess the ability to lead others in group activities, especially leading devotional and recreational activities.
6. Proficient in utilizing computer programs and web-based applications.
7. The ability to play guitar and lead a group in singing.
8. Experience in the facilitation of a high-ropes challenge-course program.
9. Willingness to experience outdoor living and to teach/learn new skills.
10. Ability to accept supervision and guidance.
11. Ability to creatively schedule programs, facilities, and staff.
12. 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

The Executive Director in terms of training, work assignments, supervision, evaluation, and personnel practices.