

Lake Okoboji United Methodist Camp

Job Description

Job Title: **Ministry Assistant/Internship**
Reports to: **Okoboji Camp Director**



Position Purpose:

To further the mission of the camp through assisting in programs and activities. To assist with operation of both summer camp season and retreat season at the direction of Site Director.

Essential Job Functions (Off Season, August 19-May 12):

1. Assist in preparing site for use
 - ◆ Help ensure that facilities are inviting and comfortable
 - ◆ Help ensure that grounds are well maintained
2. Help ensure that marketing outreaches are consistent and effective
 - ◆ Visit local churches to conduct youth programs
 - ◆ Speak on behalf of the camp when necessary
 - ◆ Conduct yourself in a way that is consistent with the message and ideology of Lake Okoboji United Methodist Camp
 - ◆ Assist with staff recruitment
3. Assist in the management and care of the physical facilities and equipment in all program areas.
 - ◆ Oversee daily checks of area and equipment for safety, cleanliness, and good repair.
 - ◆ Help ensure that program areas are kept free of hazards and debris.
4. Help to provide radical hospitality as well as new and exciting programming to camp guests.
 - ◆ Host guest groups
 - ◆ Create and develop retreat opportunities for groups or onsite programs

Essential Job Functions (Camping Season May 13-August 18):

1. Includes the functions listed above.
2. Lead and assist in training and coordinating summer volunteers/J-Staff.
3. Provide leadership and guidance to summer staff.
4. Marketing
 - ◆ Daily/weekly photos & videos
 - ◆ Social media posts
5. Other functions to be determined based off needs of camp at the discretion of the Site Director.

Other Job Duties:

- ◆ Maintain clear and positive written and verbal communication with all camp staff, guests, volunteers, & campers.
- ◆ Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- ◆ Participate as a member of the camp staff team to deliver evening programs, special events, overnights, and other all-camp activities and camp functions.
- ◆ Provide ongoing program ideas to counseling and activity area staff.

Qualifications: (Minimum Qualifications and Experience)

- ◆ Possess good character, integrity, adaptability, enthusiasm, sense of humor, patience and self-control
- ◆ Experience in the development and delivery of programs and activities for similar population.
- ◆ Current certification in first aid and CPR or willingness to become certified, LG certification and/or LGI, Belay and ropes course certified

Knowledge, Skills, and Abilities:

- ◆ Training and experience in teaching program to adults and children.
- ◆ Desire and ability to work with children outdoors.
- ◆ Ability to see what needs done without having to be told

Mission

of Iowa United Methodist Camps:

Providing growth experiences to develop Christian leaders for the transformation of the world

Vision

of Iowa United Methodist Camps:

Enriching Lives, Developing Christian Leaders

Core Values

of Iowa United Methodist Camps:

- To ensure guests feel Safe, Secure, & Loved
- To ensure guests are fostering Community and Friendships
- To ensure guests are able to share and learn about Jesus Christ

Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (all ages and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to work in a wide variety of situations including work with groups and solitary tasks
- ♦ Ability to work in all areas of the camp. Including but not limited to; waterfront, food service, high adventure activities, cleaning, general maintenance & lawn care, child/youth supervision, games, multi-media, etc...

Part-Time and Sessional (summer) Hours:

- ♦ Camping season, employee is at camp for all camping sessions, unless time off is arranged in advance.
- ♦ Retreat Season, some flexibility with hours. This allows for the employee to have another job, take online classes, or donate time to the camp or other area ministries.

Internship & Commitment:

- ♦ Some aspects of this position are flexible. The position can be adapted to meet the interest, skill, and abilities of the employee and/or the requirements of the internship.
- ♦ A minimum of a one-year commitment is requested.

Compensation

Retreat Season Wage	20 hours/week	38 weeks	\$___/hour	\$_____
Camping Season Wage	Ministry Asst. 1 st year	14 weeks	\$___/week	\$_____
Housing <i>(Provided)</i>		12 months	\$500/month	\$6000
Utilities <i>(Provided)</i>		12 months	\$75/month	\$900
Total Compensation				\$_____

Some physical requirements of a program position could be endurance including standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying weather conditions.

LOUMC's primary concern is the spiritual lives of campers and guests. Our ministry at LOUMC is a servant ministry. Therefore, all staff can expect to perform duties not under their specific job responsibilities. All staff can expect to rotate into support staff positions throughout the year. Work assignments will depend upon the immediate needs of the ministry. All year-round staff must be 18 years old, unless specifically approved by the Camp Director. Camp work can be physically demanding therefore all staff can expect to be on their feet and physically active during their employment.