



Lazy F Camp and Retreat Center
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JOB DESCRIPTION

POSITION: Assistant Director

PURPOSE: To support a well-rounded Christian camping ministry by administering engaging, impacting summer camp opportunities and year-round programs, increasing the use of facilities through outreach to potential groups, coordinating and implementing a vibrant marketing and public relations strategy, and assisting in the overall operation of the camp.

RESPONSIBLE TO: Director

RESPONSIBILITIES:

PROGRAM ADMINISTRATION (year-round)

Responsible for overall direction, administration, and coordination of summer camp programs and second season events offered by Lazy F Camp and Retreat Center. This includes administrative tasks related to planning, implementation and supervision of all camp programs, communication with and recruitment of campers and staff, and marketing and promoting all camp programs.

Program Quality Control:

1. Establish expectations and oversee the following program related areas:
 - a. Theme, curriculum, theology, philosophy, and program goals.
 - b. Staff attitudes, camper behavior, Christian atmosphere, activities, etc.
 - c. Scheduling, specific activities, staff effectiveness, and camper/guest outcomes.
 - d. Risk management, camper & staff safety (physical, emotional, spiritual)
2. Interpret the above expectations to all staff (volunteer and paid).
 - a. Prior to camp event.
 - b. During each event as needed.
 - c. After each event if needed to reinforce learning for future events.
3. Evaluate all programs through a variety of methods and implement changes that are identified.

Program Development: Coordinate program needs such as:

1. Organizing and scheduling of multiple camp events
2. Purchasing supplies needed for specific activities
3. Identifying staff needed for each camp and/or activity
4. Coordinating transportation needs if applicable
5. Organizing program related support services, including food service, maintenance, office, etc.
6. Organizing logistics of special activities such as field trips off site
7. Assigning cabin & small groups
8. Conducting evaluations by campers and staff

Program Recruitment: attract campers and staff to the camping and retreat programs.

1. Develop and implement programs or worship service at different churches to recruit campers and staff
2. Attend camping fairs, recruitment fairs, and other organized activities
3. Develop and implement other avenues of promotion including home visits, school visits, open houses, advertising, social media engagement
4. Utilize volunteers to represent Lazy F Camp and Retreat Center in attracting perspective campers.
5. Coordinate periodic communication (phone, email, social media, bulletin insert, direct mailing) with campers, pastors, and camp supporters to keep them informed of camp activities
6. Develop and update program items on the Lazy F web site and social media sites.

COORDINATE AND IMPLEMENT THE PROMOTION THE CAMP, FACILITIES, SERVICES, AND PROGRAMS

1. Develop and implement strategies to identify and communicate with potential retreat groups.
2. Represent Lazy F to potential groups as an ideal location for their retreat.
3. Communicate with current and past groups to keep them involved at Lazy F.
4. Represent Lazy F with community organizations.
5. Develop and maintain Web site.
6. Maintain regular presence on various social media sites.
7. Answer phone calls in a friendly and helpful manner, field questions, take messages.
8. Develop and print fliers, newsletters, signs, brochures, and other promotional items.
9. Greet and help any person who comes into camp

PERSONNEL MANAGEMENT

Paid program staff

1. Recruit, hire, train, evaluate, program staff. Terminate staff in consultation with Director.
2. Maintain personnel files

Volunteer Program Staff Coordination

1. Recruit and screen volunteers needed to implement program
2. Maintain personnel files
3. Provide orientation and training opportunities prior to camp and immediately before camp begins.
4. Terminate in necessary circumstances, in consultation with Directo.

ADMINISTRATION AND FINANCE

1. Coordinate check-in process for all Lazy F programs.
2. Prepare budget for all aspects of program, marketing, and promotion, and manage these resources in accordance with the budget and financial policies and procedures.
3. Assist with Camp Store for program camps: money collection, inventory control, staffing store, refund balances at end of event.
4. Document inappropriate behavior, disclosure of abuse, or related instances by a camper or program staff.
5. Create reports for the Site Advisory Team meetings regarding summer and year-round programs and evaluations.
6. Maintain records related to programming: health forms, camp schedules, documentation (see "4" above), reports, evaluations, camper and staff rosters, computer records of volunteer staff, etc.

OTHER

1. Share with the Camp Director in the responsibility of completing needed tasks to insure proper functioning of camp staff, facilities, and programs.
2. Assist in greeting and hosting guest groups as needed.
3. Attend and actively participate in staff meetings.
4. Represent the camp at outside activities as needed.
5. Assist in meal preparation as needed.
6. Other duties as assigned.

QUALIFICATIONS

Age: Minimum 23 years old

Experience: Minimum 2 summers experience working with children in a camp or similar setting.

Skills/Abilities: Previous experience supervising and training staff. Experience working in a camp setting. Flexible in all aspects of job responsibility; working knowledge of camp operations helpful; supportive of the United Methodist Church.

RELATIONSHIPS AND KEY CONTACTS

1. Relates closely with the Camp Director.
2. Works closely with camp staff, volunteers, and contractors.

ESSENTIAL FUNCTIONS

Skill to:

- Effectively relate with children and youth in a positive and supportive manner.
- Effectively and tactfully communicate in the English language in both oral and written forms to include the effective presentation of information to school-age children, youth, and parents in both large and small groups.
- Flexibility to work in changing conditions and time schedules.
- Be proficient with a range of computer programs.
- Efficiently administer and complete multiple tasks simultaneously.
- Understand and apply pertinent personnel policies, laws, rules, and regulations.
- Supportive attitude towards the United Methodist Church.

Knowledge of:

- Effective and appropriate instructional strategies and supervision of children and adults in a camp setting.
- Engaging and fun recreational activities with children, youth and adults.
- Computer software and web-based programs.
- Challenge course elements, equipment, benefits, and implementation into camp programming.

Physical Ability to Meet the Following Requirements:

- Traverse stairs, and uneven terrain that will include gravel, dirt, and mud.
- Live and work in a setting with variable weather conditions.
- Hike up to 4 miles in steep terrain.
- Move up to 30 pounds of luggage or supplies to the bed of a pickup truck.
- Reach, climb, grasp, push, pull, reach above and below shoulder level, squat, and bend.
- Must be able to participate on a float trip on a river raft.
- Climb staples on a tree up to 50 feet above the ground to set up the high challenge course.
- Lift 75 pounds off the ground.
- Climb an eight-foot ladder holding 20 pounds of weight.
- Shovel up to two feet of snow
- Ability to be on your feet for long periods of time.

Work Environment:

- Typical summer work hours would be during the day (8:00 am - 6:00 pm), with potential to work longer hours as needed including staying overnight at camp as needed.
- Work place involves exposure to a number of children and youth.
- Uphold standards, policies, and procedures of camping program.

Environmental Exposure:

- Temperature conditions may vary considerably depending on the site, time of day, and weather.
- Will be exposed to toxic substances in cleaning up after art activities, such as water-based paints, glue, and other art supplies
- May be exposed to dust, pollen, smoke, cobwebs, dirt, bats, rodents, and rodent droppings.
- Will be exposed to potentially hazardous cleaning substances and pesticides.

Mental and Emotional Requirements:

- Ability to make independent decisions, provide own direction, and respond to immediate needs.
- Ability to take direction from supervisor and discuss plans with other staff, volunteers, and guests.
- Ability to interact cheerfully and positively with supervisors, co-workers, guests, and campers.
- Ability to do any job with an attitude of servant hood for Christ's ministry.

TIME COMMITMENT: Full-time, year-round employment. Live off site. This position requires a great deal of time and energy, summer responsibilities may require long hours during camping season. Travel required frequently on weekends in the winter and spring to represent the camp.

LENGTH OF TERM: For continuity, several years in this position is ideal.

COMPENSATION: \$50,000 - \$60,000, based on experience. Reimbursement for travel (mileage) related to camp business.

Lazy F Camp and Retreat Center is located twelve miles southwest of Ellensburg, Washington in the heart of the Manastash Canyon. It is situated on 110 acres of mixed forest and open meadows in the eastern foothills of the Cascade Mountains. Lazy F is part of a vital ministry of the Pacific Northwest Conference of the United Methodist Church, serving all nonprofit groups. It is an ideal location for a retreat or conference, providing clean facilities and delicious home cooked meals. Recreational opportunities available at the camp include fishing in the stocked trout pond; hiking on the seven miles of trails; making crafts; utilizing our challenge course; and shooting on our archery range.