

**Lutheran Camping Corporation of Central Pennsylvania**  
**Job Description**  
**Assistant Director**

Job Relation: Responsible to the Summer Program Director

Job Definition: The responsibilities for this position will be determined by the Executive Director and the Camp Director, based on skills, needs, and program.

Professional Qualifications:

1. High school diploma.
2. College experience or equivalent.
3. Experience working in a camp setting.
4. Experience working with children.
5. Experience and skill in related camp field or activities.
6. Valid driver's license.

Personal Qualifications:

1. Personal commitment to Jesus Christ.
2. A desire to serve God through the camping ministry.
3. A willingness to give a Christian witness through worship, staff meetings, and study, as well as in spontaneous situations.
4. An understanding and agreement with the goals and objectives of the Lutheran Camping Corporation of Central Pennsylvania and the camping ministry of the Evangelical Lutheran Church in America.
5. An understanding and agreement with the teachings and confessions of the Evangelical Lutheran Church in America.
6. Emotional stability and maturity of judgment.
7. A love for and understanding of children and youth.
8. Good health and stamina.
9. An appreciation of the outdoors.
10. Experience in group living.
11. Ability to work and lead others in a cooperative way.
12. Ability to put the needs of staff and campers above personal needs and desires.
13. Passing knowledge of all phases of camp life.

Performance Responsibilities: Because the assistant director's job definition is determined each year by need and program, the following is a list of possible areas which might be designated as the primary areas of concern and work for the position:

1. Trip Coordination
  - a. Order supplies.
  - b. Supervise transportation.
  - c. Supervise camper arrival and trip packing.
  - d. Trip leadership.
  - e. Implement trip health plan.

- f. Prepare itineraries.
  - g. Help campers re-enter camp and prepare for home.
2. Special Programs (i.e. – horseback riding, rocketry, music, survival, etc.)
  - a. Order supplies.
  - b. Supervise activities and staff.
  - c. Lead activities.
  - d. Evaluate and make suggestions for future programs
3. Specific Age Groups (i.e. – Juniors, Intermediates, Explorers, etc.)
  - a. Supervise staff and activities.
  - b. Provide required supplies.
  - c. Evaluate counselor work.
  - d. Conduct staff meetings.
  - e. Assist in the planning and implementation of activities, worship, Bible study, and recreation.
  - f. Coordinate schedules when necessary.
4. Other Areas (where assistant directors may have supervisory responsibilities):
  - a. Office
  - b. Crafts
  - c. Maintenance
  - d. Transportaion
  - e. Food Prep

Criteria for Evaluation:

1. Are tasks completed on time?
2. Are areas of responsibility organized and running smoothly?
3. Does staff relate well to the assistant director?
4. Is the assistant director involved in camp activities? Worship? Staff meetings?
5. Is the assistant director positive in his/her attitude?