

Unit Leader

Qualifications:

1. Must be at least 21 years of age.
2. Have a good background in camping.
3. Possess strong leadership qualities.
4. Be committed to Christ and his ministry.
5. Be committed to serving youth.
6. Be in good physical and mental health.
7. Be willing to put camper and staff needs ahead of their own.
8. Have an appreciation of the outdoors.
9. Be enthusiastic and willing to participate in all camp activities.
10. Have a valid Driver's License

Responsible to: Directors.

General Responsibilities: Organize and supervise the camp program for all age groups.

Specific Responsibilities:

1. Participate fully in the planning and execution of the summer staff training program.
2. Be a model of leadership, responsibility and Christian character for the units.
3. Attend daily and weekly staff meetings.
4. Provide necessary materials for each counselor at the Sunday organizational meeting.
5. Be a coordinator for the camp activities at they relate to other camp groups, maintenance needs, office procedures, dining hall procedures and all other program specialists.
6. Consult with the camp Pastors and assist them in fulfilling their responsibilities throughout the week.
7. Be alert to the needs, problems and morale of the staff and campers and consult with the administration as needed.
8. Take charge of all unit gatherings including meals and campfires during the week and conduct daily unit meetings.
9. Be responsible for the daily schedule, the discipline of camp, and the organization of daily activities, campfires and special activities.
10. Support the camp Administration in the fulfillment of the stated mission, goals, and objectives that have been adopted by the camp.
11. Serve as a support person to all staff and assign tasks and responsibilities as necessary to ensure program needs are met.
12. Answer phones and greet guests after daily business hours.
13. Assist the camp nurse in caring for sick campers and/or staff. This includes transportation to the hospital or doctor's office.
14. Assist in the training of counselors, volunteer staff, and Staff in Training.
15. May be called upon to be a counselor with responsibilities of position.
16. May be called upon from time to time to serve camp in ways not specified in this job description.

Cabin Leader (Previously Counselor)

Qualifications:

1. Be at least 17 years old and graduated from high school.
2. Be committed to Christ and his ministry.
3. Be committed to serving youth.
4. Be in good physical and mental health.
5. Be willing to put camper needs ahead of their own.
6. Have an appreciation of the outdoors.
7. Be enthusiastic and willing to participate in all camp activities.

Responsible to: Unit Leaders

General Responsibilities: Serve “in loco parentis” (in place of a reasonable parent) while leading/facilitating program for a group of campers each week.

Responsibilities:

1. Participate in all training events as requested.
2. Attend all regular staff meetings and daily unit meetings.
3. Greet campers and parents upon arrival.
4. Accompany campers in orientation activities.
5. Accompany campers and participate in all camp activities helping to supervise and teach as needed.
6. Explain all camp rules and procedures to campers and serve as an example in following them.
7. Lead daily Bible studies.
8. Participate in leading worship services, morning watches and candle powers as requested.
9. Function as the primary supervisor and disciplinarian for your campers.
10. Be responsible for overall well-being and safety of your campers.
11. Be certain that campers are never left unsupervised.
12. Be responsible for following the policies and practices outlined in the staff manual.
13. Organize and participate in daily activities.
14. Facilitate use of group challenge course.
15. Lead nightly campfires.
16. Be responsible for the daily cleaning of cabins and the thorough cleaning of cabins at the end of each week.
17. Report any suspicion of abuse or neglect to a Director.
18. May be called upon from time to time to serve camp in ways not specified in this job description.

Adventure Program Coordinator

Qualifications:

1. Be at least 21 years old.
2. Be committed to Christ and his ministry.
3. Be committed to serving youth.
4. Be in good physical and mental health.
5. Be willing to put camper needs ahead of their own.
6. Have an appreciation of the outdoors.
7. Be enthusiastic and willing to participate in all camp activities.
8. Possess the desire and capability to learn the skills needed for adventure activities.
9. Have a valid Driver's License

Responsible to: Unit Leaders & Adventure Program Director

General Responsibilities: Serve "in loco parentis" (in place of a reasonable parent) while leading/facilitating program for a group of campers each week.

Specific Responsibilities:

1. Work with the Adventure Program Director to facilitate all on and offsite adventure programing.
2. Maintain a schedule and sign-ups that allow as many campers as reasonably possible to participate in adventure activities.
3. Maintain records of staff that are certified to facilitate adventure activities and schedule them appropriately for proper supervision at all times.
4. Keep all equipment clean, in good repair, properly stored, and supervise its proper use by the campers.
5. Keep camp sites neat and clean.
6. On trips out of camp, the Adventure Program Coordinator assumes responsibility for the health and safety of the campers and the behavior of the campers since it reflects upon the reputation of Lutherlyn and the Lutheran Church.
7. Help campers develop skills for outdoor living by involving the camper in meal preparation, fire building, activities, etc.
8. Since camping is an experience of living directly in the natural environment, the Adventure Staff will assist the campers in developing a deeper appreciation of the natural environment and a responsible concern for its preservation.
9. The Adventure Staff's first concern shall always be the safety of our campers. There is no objective in our program that is worthy of an unwarranted risk that could result in an accident or injury to any human being.
10. May be called upon from time to time to serve camp in ways not specified in this job description.

Adventure Cabin Leader

Qualifications:

10. Be at least 19 years old.
11. Be committed to Christ and his ministry.
12. Be committed to serving youth.
13. Be in good physical and mental health.
14. Be willing to put camper needs ahead of their own.
15. Have an appreciation of the outdoors.
16. Be enthusiastic and willing to participate in all camp activities.
17. Possess the desire and capability to learn the skills needed for the adventure activities.
18. Have a valid Driver's License

Responsible to: Adventure Program Coordinator and Unit Leaders

General Responsibilities: Serve "in loco parentis" (in place of a reasonable parent) while leading/facilitating program for a group of campers each week.

Specific Responsibilities:

11. All those listed for the General Cabin Leader.
12. Keep all equipment clean, in good repair, properly stored, and supervise its proper use by the campers.
13. Keep camp sites neat and clean.
14. On trips out of camp, the Adventure Counselor assumes responsibility for the health and safety of the campers and the behavior of the campers since it reflects upon the reputation of Lutherlyn and the Lutheran Church
15. Help campers develop skills for outdoor living by involving the camper in meal preparation, fire building, activities, etc.
16. Since camping is an experience of living directly in the natural environment, the Adventure Guide will assist the campers in developing a deeper appreciation of the natural environment and a responsible concern for its preservation.
17. The Adventure Guide's first concern shall always be the safety of our campers. There is no objective in our program that is worthy of an unwarranted risk that could result in an accident or injury to any human being.
18. May be called upon from time to time to serve camp in ways not specified in this job description.

Waterfront Director

Qualifications:

1. Be at least 21 years of age.
2. Possess a current lifeguard certification and water safety instructor's certification from the American Red Cross or an organization having equivalent standards. (Certification must be placed on file in the camp office.)
3. Be committed to Christ and his ministry.
4. Be committed to serving youth.
5. Be in good physical and mental health.
6. Be willing to put camper needs ahead of their own.
7. Have an appreciation of the outdoors.
8. Be enthusiastic and willing to participate in all camp activities.

Responsible to: Associate Director

General Responsibilities:

1. Supervise all waterfront activities.
2. Supervise the Lifeguards.
3. Maintain a strict water safety program in keeping with the American Camping Association Standards and the Red Cross requirements.

Specific Responsibilities:

1. Supervise all staff assigned to waterfront duty. Prepare a work schedule that will keep the waterfront properly staffed. Test all staff members' ability before making work assignments.
2. Develop and operate a well-planned program of swimming instruction in addition to the general swimming program.
3. Keep on file all records pertaining to the waterfront activity; water test reports, staff certifications, campers' progress and testing reports.
4. Become thoroughly acquainted with the American Camping Association water safety standards and supervise their enforcement in harmony with all the Red Cross Standards.
5. Supervise the strict enforcement of all waterfront rules.
6. Provide for safe and enjoyable boating programs on the lake. Assign lifeguards to boating area who can supervise the fair use of the boats and give instructions in the use of the boats as a program item for the campers.
7. Provide a clean and safe waterfront area at all times. Keep all equipment in proper working condition. Make frequent tests of all safety equipment, docks, ropes, diving boards, first aid supplies, and all boating equipment. See to the proper storage of all equipment when not in use. Remove from service all equipment in need of repair and see to its prompt repair.
8. The Waterfront Director will be the chief disciplinarian of all waterfront program.
9. Attend the daily program staff meetings and the weekly staff meetings.
10. Assist in the pre-camp training of all staff members.
11. At all times, be a representative of the Camp Administration in promoting the ideals and objectives of Lutherlyn.
12. Establish and enforce the use of buddy system for all swimmers.
13. Live in a cabin with a counselor and camper group and assist with and participate in their activities when not on the water front.
14. Lead morning games for campers.
15. Assist the kitchen staff on Friday evenings and other meals as scheduled (1-2 meals/week)
16. May be called upon from time to time to serve camp in ways not specified in this job description.

Lifeguard

Qualifications:

1. Be at least 16 or older.
2. Possess current lifeguard certification from an ACA approved organization. (Certification must be placed on file in the camp office.)
3. Be committed to Christ and his ministry.
4. Be committed to serving youth.
5. Be in good physical and mental health.
6. Be willing to put camper needs ahead of their own.
7. Have an appreciation of the outdoors.
8. Be enthusiastic and willing to participate in all camp activities.

Responsible to: Waterfront Director

General Responsibilities: To assist the Waterfront Director in supervising all waterfront programs.

Specific Responsibilities:

1. Life guarding at the pool and lake.
2. Teach swimming classes.
3. Assist in waterfront maintenance.
4. Attend pre-camp training sessions when not on waterfront duty.
5. Promote all ideals and objectives of the Lutherlyn Camp Program.
6. Live in a cabin with a counselor and camper group and assist with and participate in their activities when not on the water front.
7. Lead morning games for campers.
8. Assist the kitchen staff on Friday evenings and other meals as scheduled (1-2 meals/week)
9. May be called upon from time to time to serve camp in ways not specified in this job description.

Crafts Director

Qualifications:

1. At least 19 years of age
2. Possess an interest in learning, doing, and teaching crafts
3. Be committed to Christ and his ministry.
4. Be committed to serving youth.
5. Be in good physical and mental health.
6. Be willing to put camper needs ahead of their own.
7. Have an appreciation of the outdoors.
8. Be enthusiastic and willing to participate in all camp activities.

Responsible to: Associate Director

General Responsibilities: Administer and supervise the camp crafts program.

Specific Responsibilities:

1. Purchase all craft materials and supplies.
2. Assist in the training of the Craft Assistant and other helpers.
3. Make assignments and supervise the staff in performance of their duties.
4. Handle all crafts sales.
5. Keep craft building, grounds, and supplies clean, neat, and safe at all times.
6. Take inventory and make certain that all material and supplies are properly stored at the close of the camping season.
7. Give guidance to campers in the purchase of their supplies in accordance with the economic ability and their craft talents. Provide supervision to the campers for quality performance of their work and see to it that before they leave camp, they know how to complete their project if it is not completed before they leave.
8. Maintain order among campers and staff while in the crafts area.
9. Make supplies and tools available to groups who will perform their craft program apart from the craft shop.
10. Represent the Administration in the promotion of the ideals and objectives of Lutherlyn.
11. Attend all program staff meetings and weekly staff meetings.
12. Lead morning games for campers.
13. Assist the kitchen staff on Friday evenings and other meals as scheduled (1-2 meals/week)
14. Live in a cabin with a counselor and camper group and assist with and participate in cabin activities when not at the crafts cabin.
15. May be called upon from time to time to serve camp in ways not specified in this job description.

Crafts Assistant

Qualifications:

1. At least 17 years of age
2. Possess an interest in learning, doing, and teaching crafts
3. Be committed to Christ and his ministry.
4. Be committed to serving youth.
5. Be in good physical and mental health.
6. Be willing to put camper needs ahead of their own.
7. Have an appreciation of the outdoors.
8. Be enthusiastic and willing to participate in all camp activities.

Responsible to: Crafts Director

General Responsibilities: Assist the Crafts Director in leading the craft program.

Specific Responsibilities:

1. Maintenance of the craft buildings, grounds, materials, and equipment.
2. Accept job responsibilities as assigned and scheduled by the Crafts Director.
3. Give instruction and assistance to the campers on the performance of their craft activities.
4. Lead morning games for campers.
5. Assist the kitchen staff on Friday evenings and other meals as scheduled (1-2 meals/week)
6. Live in a cabin with a counselor and camper group and assist with and participate in cabin activities when not at the crafts cabin.
7. May be called upon from time to time to serve camp in ways not specified in this job description.

Riding Instructor

Qualifications:

1. Prefer 18 years or older.
2. Possess experience in riding, horse care and barn maintenance.
3. Be committed to Christ and his ministry.
4. Be committed to serving youth.
5. Be in good physical and mental health.
6. Be willing to put camper needs ahead of their own.
7. Have an appreciation of the outdoors.
8. Be enthusiastic and willing to participate in all camp activities.

Responsible to: Stable Manager

General Responsibilities: To assist the Stable Manager in operating a safe and effective horseback program at Lutherlyn.

Specific Responsibilities:

1. Operating a clean, safe, and humane horse program.
2. Providing sound care of all horses.
3. Properly care for all tack and equipment.
4. Follow established Lutherlyn policies regarding riding safety and horse care.
5. Work under the direction of the Stable Manager to provide classroom and ring instruction of safe riding skills and horse care.
6. Assist in the careful supervision of riders, staff, and volunteers.
7. Work under the direction of the Stable Manager to prepare for and clean-up after all trail rides and lessons.
8. Live in a cabin with a counselor and camper group and assist with and participate in cabin activities when not at the barn.
9. May be called upon from time to time to serve camp in ways not specified in this job description.

Cook / Baker

Qualifications:

1. Must be at least 19 years of age.
2. Possesses a strong interest and background in food service work or food preparation.

Responsible to: Food Service Manager

General Responsibilities: To prepare quality meals to be served on time and to maintain a clean and safe food preparation area.

Specific Responsibilities:

1. Be polite and courteous to all guests and staff, keeping in mind the Christian environment of Lutherlyn.
2. Be flexible in meeting the food service needs of the program.
3. Be aware of, attentive to, and prepared for all special dietary needs paying close attention to food allergies and restrictions.
4. Observe and painstakingly follow all applicable practices for proper, safe handling and storage of food.
5. Know and follow all regulations and standards of personal dress and hygiene applicable to food handlers.
6. Use leftovers in a responsible way, serving them as soon as possible, leftovers are not to be removed from the kitchen without prior approval by the Food Service Manager.
7. Keep all work areas clean and sanitary.
8. The cleaning program is to be followed as established by the Food Service Director.
9. Check orders in and assist in properly putting product away.
10. Take foods out of freezer storage in order to be thawed for proper serving.
11. Properly monitor and record cost sheets, inventory, and help keep accurate count of meals served.
12. Do the daily laundry and return laundry items to proper storage.
13. Work as a team with other cooks, baker, dining hall steward and K.P.'s.
14. Work with the baker in scheduling oven use times.
15. Remain on duty through each shift until meal prep and necessary cleanup is completed.
16. Work directly with the Food Service Manager in overseeing the completion of all jobs.
17. Assist with whatever is required of the kitchen, (i.e. pack-outs, picnics, set-up, clean-up, dishwashing, etc.)
18. Assist the food service manager in following the menu as prescribed for each day.
19. Work all scheduled shifts from beginning to end utilizing down time to complete cleaning tasks.
20. Work with all members of the team at all times.
21. Track milk usage.
22. Track refrigeration and freezer temperatures as designated.
23. Track product cooling temperatures as designated.
24. Properly label all product with product name, date, and your initials.

Kitchen Assistant

Qualifications:

1. Prefer 21 years old and up.
2. Interested in serving camp and seeking personal growth.
3. Possesses a strong interest and background in food service work or food preparation.

Responsible to: Food Service Manager.

General Responsibilities:

1. To assist in all aspects of the food service operation.
2. To supervise Kitchen Staff to be certain that they are on time, on schedule and that all aspects of their daily routine are executed to the highest possible standards.
3. To assist the Kitchen Staff in any way necessary to insure that meals are on time, and that proper procedures are followed without compromise.
4. Fulfill all general responsibilities as listed on KP job description.
5. Oversee and ensure the Completion of all Pack outs.

Specific Responsibilities:

1. Maintain a safe, clean kitchen and eating area.
2. Assist in the preparation and serving of meals.
3. Be aware of, attentive to, and prepared for all special dietary needs paying close attention to food allergies and restrictions.
4. Be responsible for all clean-up following meals
5. Observe and painstakingly follow all applicable practices for proper, safe handling and storage of food.
6. Know and follow all regulations and standards of personal dress and hygiene applicable to food handlers.
7. Serve meals in a pleasant manner.
8. Handle scheduling, and job assignments for Kitchen Staff. Follow the "Dining Hall Steward's Task List" and applicable meal task lists daily.
9. Direct Server concerns beyond the "small things" to food service manager or camp director.
10. Meet daily with food service director to discuss needs and ways to improve efficiency.
11. May be called upon from time to time to serve camp in ways not specified in this job description.
12. Assist with meal preparation as designated by the Food Service Director.
13. Direct KP's and Cooks as to the needs of pack outs. Ensure pack outs are packed to standard and ready for pick up at specified time.

SUMMER KITCHEN STAFF

Qualifications:

1. Prefer 17 years of age and up.
2. Committed to the ministry of Lutherlyn and personal growth.
3. Be committed to Christ and his ministry.
4. Be committed to serving youth.
5. Be in good physical and mental health.
6. Be willing to put camper needs ahead of their own.

Responsible to: Food Service Manager

General Responsibilities:

1. Maintain a safe and clean kitchen, dining room and food storage area.
2. Be polite and courteous to all guests and staff, keeping in mind the Christian environment of Lutherlyn.
3. Cheerfully and politely serve meals, always responding to campers request concerning quantities and selection of food.
4. Come to your job with a willing and cooperative spirit seeking to provide the best team effort in our food service to campers and guests.

Specific Responsibilities:

1. Observe and painstakingly follow all applicable practices for proper, safe handling and storage of food.
2. Know and follow all regulations and standards of personal dress and hygiene applicable to food handler.
3. Assist cooks in the preparation of meals as needed.
4. Be aware of, attentive to, and prepared for all special dietary needs paying close attention to food allergies and restrictions.
5. Prepare and set up the daily Salad bar according to the "Salad Bar Task List".
6. Maintain a dining room well stocked with condiments, coffee, cold drinks, napkins etc. according to daily task lists.
7. Clean kitchen and dining room according to daily and weekly task lists.
8. Serve meals as needed.
9. Assist with cook outs as instructed.
10. Assist with pack outs as instructed.
11. Assist in the receiving of kitchen shipments and putting away all food.
12. Assist in proper disposal of compostable and recyclable materials according to daily task lists.
13. To work with all other kitchen staff for one day a week to do a major kitchen and dining hall cleaning, including sweeping and mopping.
14. To ask the dining hall steward for the O.K. to be dismissed from the work area.
15. Live in a cabin with a counselor and camper group and participate in cabin activities when not in the kitchen.
16. May be called upon from time to time to serve camp in ways not specified in this job description.

Weekly Summer Kitchen Staff Schedule:

Sunday	4-7pm (Cookout Dinner)	Thursday	Breakfast in bed – KPs off
Monday	7-10am 11am-2pm 4-7pm	Friday	11am-2pm 4-7pm 7-10am
Tuesday	7-10am 11am-2pm 4-7pm	Saturday	11am-2pm 4-7pm 7-10am (camper weeks that end on Friday, Kitchen staff have Saturday off)
Wednesday	7-10am 11am-2pm 4-7pm (Theme night dinner)		

Each KP will work 14 meals (42-44 hours) per week. A schedule will be made by the food service manager weekly.

*The Camp week starts with a staff meeting at 12:30 on Sunday and concludes with a Staff meeting at 10am on Saturday morning. All staff are off from 11am Saturday-12:30pm Sunday. On weeks that end on Friday evening all staff are off all day Saturday until 12:30pm on Sunday.

*If asked to work outside of this schedule then compensatory time will be given off during the same work week.

Grounds Crew

Qualifications:

1. Prefer 17 years of age and up.
2. Committed to the ministry of Lutherlyn and personal growth.
3. Be committed to Christ and his ministry.
4. Be committed to serving youth.
5. Be in good physical and mental health.
6. Be willing to put camper needs ahead of their own.

Responsible to: Site Manager

General Responsibilities: To assist in all aspects of maintaining a clean and safe camp.

Specific Responsibilities:

1. To promote safe and clean operations of the site.
2. To be on call to assist in program preparation.
3. To carry out any task assigned by the site manager or Camp Director.
4. If residential, live in a cabin with a counselor and camper group and assist with and participate in cabin activities when not involved in grounds work.

Store Manager

Qualifications:

1. Prefer 19 years of age.
2. Possess an interest in managing and maintaining the camp store.
3. Be committed to Christ and his ministry.
4. Be committed to serving youth.
5. Be in good physical and mental health.
6. Be willing to put camper needs ahead of their own.
7. Have an appreciation of the outdoors.
8. Be enthusiastic and willing to participate in all camp activities.

Responsible to: Associate Director

General Responsibilities: To manage all aspects of the camp store.

Specific Responsibilities:

1. Keep the camp store organized.
2. Prepare and maintain camper, staff, and volunteer store accounts.
3. Operate the store whenever it is scheduled to be open.
4. Order store supplies and maintain inventory.
5. Fill and distribute store refunds at the end of each week.
6. Sort mail into cabin groups each morning.
7. Print camper and staff e-mails daily.
8. Lead morning games for campers.
9. Live in a cabin with a counselor and camper group and assist with and participate in their activities when not in the store.
10. Assist the registrar as time allows.
11. Assist the kitchen staff on Friday evenings and other meals as scheduled (1-2 meals/week)
12. May be called upon from time to time to serve camp in ways not specified in this job description.

Gardner

Qualifications:

1. Must be at least 19 years of age.
2. Committed to camping ministries.
3. Have an educational background in Environmental Education, Parks and Recreation, or Biology
4. Have a love of and a good understanding of our connectedness to creation.
5. Be committed to Christ and his ministry.
6. Be committed to serving youth.
7. Be in good physical and mental health.
8. Be willing to put camper needs ahead of their own.
9. Have an appreciation of the outdoors.
10. Be enthusiastic and willing to participate in all camp activities.

Responsible to: Environmental Education Director

General Responsibilities: To educate campers and staff about environmental concerns and to heighten their awareness and enthusiasm for nature and sustainable living.

Specific Responsibilities:

1. To provide a variety of educational and fun activities at Terra Dei Homestead.
2. To maintain the garden at Terra Dei Homestead.
3. To assist the Environmental Education Staff in any other areas of camp.
4. To keep the staff and administration aware of environmental impact concerns on Lutherlyn's property.
5. May be called upon from time to time to serve camp in ways not specified in this job description.

Media Director/Photographer

Qualifications:

1. Must be at least 19 years of age.
2. Committed to camping ministries.
3. Have a background and interest in photography, videography, and web design/updates.
4. Be committed to Christ and his ministry.
5. Be committed to serving youth.
6. Be in good physical and mental health.
7. Be willing to put camper needs ahead of their own.
8. Have an appreciation of the outdoors.
9. Be enthusiastic and willing to participate in all camp activities.

Responsible to: Associate Director

General Responsibilities: To take photographs and video of campers each week. To update the web site and provide opportunities for parents to see what is happening at Lutherlyn.

Specific Responsibilities:

1. To take photographs each day of camp activities.
2. To take the camp unit photographs each Monday, get them developed and ready to distribute on Friday.
3. Facilitate the distribution of video cameras and upload each day.
4. To update photos and videos on Lutherlyn's web site daily.
5. Work with the Development Director to keep updated stock and site images.
6. Lead morning games for campers.
7. Live in a cabin with a counselor and camper group and assist with and participate in their activities when not in the store.
8. Assist the store manager and/or registrar as time allows.
9. Assist the kitchen staff on Friday evenings and other meals as scheduled (1-2 meals/week)
10. May be called upon from time to time to serve camp in ways not specified in this job description.