

**Green Lake Lutheran Ministries
Job Descriptions**

Assistant Program Director

Recommended Qualifications

- 1-2 years of previous camp ministry experience
- Strong leadership skills
- Strong organizational skills
- Creative
- Good sense of humor
- Voracious work ethic

Primary Tasks

- Participate as part of program staff
- Coordinate and lead daily camp activities
- Plan daily and weekly program schedules
- Design and lead worship
- Assist in the training of staff
- Troubleshoot day to day problems

Day Camp Leader

Recommended qualifications

- 1-2 years camp ministry experience
- 1 year day camp experience
- Strong leadership skills
- Strong organizational skills
- Creative
- Good sense of humor

Primary tasks

- Coordinate and plan weekly day camps
- Stay in contact with churches and plan according to their needs
- Assist in the training of staff
- Troubleshoot day to day problems with staff and program

Core Program Counselor (Andy's Gang, Half Blast, Chrysalis Crew, Specialty Camps, and Camp Joy Counselor)

Recommended Qualifications

- 16 years of age or older
- Outgoing personality
- Responsible
- Able to accept direction and correction
- Good sense of humor

Primary Tasks

- Care for your campers
- Manage a cabin of 6 – 10 campers
- Plan and lead engaging bible studies
- Assist in the planning of worships
- Be a strong role model for campers and guests

- Counseling within our day camp program

High School Programming Team (TIM Team & Discipleship Training Counselor)

Recommended Qualifications

- 20 years old or older
- 1 year of previous camp ministry experience
- Outgoing personality
- Responsible
- Able to accept direction and correction
- Good sense of humor

Primary Tasks

- Care for your campers
- Manage a cabin of 6 – 10 campers
- Plan and lead engaging bible studies
- Plan and lead breakout sessions on ministry and leadership skills
- Assist in the planning of worships
- Be a strong role model for campers and guests
- Counseling within our day camp program

Environmental Program Specialist (Homestead, Fishing Camp, and Stargazer Counselor)

Recommended Qualifications

- 18 years of age or older
- Canoeing, kayaking, or other flat water paddling experience
- Backpacking, hiking, outdoor survival, orienteering, fire making, and/or cooking skills
- Initiative game and low ropes facilitator experience
- Responsible
- Able to accept direction and correction
- Good sense of humor

Primary Tasks

- Manage and care for a cabin of 6 – 10 campers
- Plan and lead engaging bible studies
- Assist in the planning of worships
- Be a strong role model for campers and guests
- Assist in leading environmental education programs
- Involved in teaching outdoor skills
- Counseling within our day camp program

Craft Cabin Lead

Recommended qualifications

- Ability to lead and teach crafts
- Creativity in forming new crafts
- Responsible
- Strong organizational skills

Primary Tasks

- Participate as part of program staff
- Creating and facilitating daily crafts
- Daily upkeep of craft cabin
- Teach crafts to campers
- Engaging campers in daily themes with art
- Plan, assist, and lead camp wide activities such as worship, large group games, and campfires
- Assist in daily camp tasks such as cleaning, dishes, night watch, and maintenance

Waterfront Lead

Recommended qualifications

- Certified lifeguard by the time of employment
- Responsible
- Able to lead and direct other lifeguards
- Strong leadership skills

Primary tasks

- Participate as part of program staff
- Creating and maintaining safe and enjoyable waterfront area
- Conducting routine safety checks and emergency drills
- Creating weekly lifeguard schedules
- Daily maintenance of beach front
- Leading beach orientation for guests and campers
- Plan, assist, and lead camp wide activities such as worship, large group games, and campfires
- Assist in daily camp tasks such as cleaning, dishes, night watch, and maintenance

Canteen Lead

Recommended qualifications

- Basic accounting skills
- Strong hospitality skills
- Strong organizational skills
- Able to accept direction and correction

Primary tasks

- Participate as part of program staff
- Upkeep of the canteen
- Flexibility to assist with office work (i.e. answering phones, welcoming guests, data entry)
- Assisting the Site director/or office staff.
- Tagging, stocking and displaying, ordering, and selling camp merchandise
- Updating online store
- Plan, assist, and lead camp wide activities such as worship, large group games, and campfires
- Assist in daily camp tasks such as cleaning, dishes, night watch, and maintenance

Communications / Media Intern

Recommended qualifications

- Photography and digital media background
- Social media campaign design skills
- Basic knowledge of media editing
- Strong organizational skills
- Able to accept direction and correction

- Plan, assist, and lead camp wide activities such as worship, large group games, and campfires
- Assist in daily camp tasks such as cleaning, dishes, night watch, and maintenance

Primary tasks

- Participate as part of program staff
- Work alongside office staff
- Communicate effectively to parents of campers and congregations
- Answering parents' emails and phone calls
- Updating camp's social media pages
- Taking photos of camper's daily activities and editing images for camp use
- Flexibility to assist with office work (i.e. answering phones, welcoming guests, data entry)
- Plan, assist, and lead camp wide activities such as worship, large group games, and campfires
- Assist in daily camp tasks such as cleaning, dishes, night watch, and maintenance

Health aide

Recommended qualifications

- Strong leadership skills
- Strong organizational skills
- Knowledgeable in emergency care and health assessments
- Responsible
- Compassionate personality

Primary tasks

- Participate as part of program staff
- Keeping records of all health and medical forms
- Filing necessary reports
- Monitoring and administering camper and staff medications
- Recording camper and staff interactions in medical journal
- Plan, assist, and lead camp wide activities such as worship, large group games, and campfires
- Assist in daily camp tasks such as cleaning, dishes, night watch, and maintenance

Maintenance

Recommended qualifications

- 16 years old or older
- Able to accept direction and correction
- Strong work ethic
- Good communication skills

Primary tasks

- Participate as part of program staff
- Upkeep of the camp: cleaning, maintaining, restoring and caring for camp.
- Working alongside our Property manager
- Completing tasks according to specific direction
- Plan, assist, and lead camp wide activities such as worship, large group games, and campfires
- Assist in daily camp tasks such as cleaning, dishes, night watch, and maintenance

Kitchen crew

Recommended qualifications

- 16 years old or older
- Willingness to learn
- Attentive to detail
- Able to accept direction and correction

Primary tasks

- Participate as part of program staff
- Assist food director in food prep, serving and cleaning.
- Plan, assist, and lead camp wide activities such as worship, large group games, and campfires
- Assist in daily camp tasks such as cleaning, dishes, night watch, and maintenance