

Job Description
Earth Camp 2025 Assistant Director
St. Andrew Lutheran Church

Reports to: Director of Next Generational Ministry
Status: Part-time
Compensation: **\$2500 (stipend)**
Anticipated # of hours: Start date – June 8 : approximately 5 hrs/week
June 9 – June 22: approximately 10-15 hrs/week
June 23 – June 27 (Camp week): approximately 50 hrs

Job Summary

The primary responsibility of the Earth Camp Assistant Director is to assist the Camp Director in carrying out the mission of Earth Camp. Earth Camp is a Monday-Friday summer day-camp for elementary-aged kids with the goal of teaching children to love and care for all of creation, just as the Creator does. This role has two main phases: Pre-camp and Camp Week.

The Pre-camp phase includes:

- Managing registration data
- Ensuring volunteers are background checked
- Coordinating volunteers via phone and email
- Creating the Earth Camp groups based on age/grade and special requests
- Communicating with parents about camp information
- Publicizing the camp via announcements in worship, articles in Weekly News, and social media
- Assist in training volunteers in our safe child policy and best practices

During Camp week:

- Oversee the check-in and check-out procedures each day
- Help manage behavioral issues
- Contact parents if necessary due to a camper's behavior or health
- Help set-up and tear-down camp each day
- Contact volunteers in the evening with notes for the next day
- Help lead pre-camp volunteer meetings
- Manage crises as they arise (and they will arise)

Minimum Qualifications:

- A firm belief in faith-centered eco-care
- Strong verbal and written communication skills
- A general familiarity and alignment with the core values of St. Andrew

Physical Requirements:

- Able to commute to the church building and other meeting locations
- Able to be on your feet for several hours in a row (standing, walking, navigating terrain)
- Able to speak in a public forum

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Core Competencies:

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Decision Making and Problem Solving:** Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes and implied solutions; decides in a timely manner based upon a blend of research, experience, risk-taking and judgment.
- **Conflict Management:** Understands the dynamics of human negotiation among conflicting interest groups and how to achieve mutual agreement; embraces constructive conflict as a means to promote growth; reads situations quickly; can find common ground and get cooperation with minimal anxiety.
- **Ethics and Values:** Honors the core values and beliefs of the organization in his/her choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; practices the behaviors they advocate to others.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Written Communication:** Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers messages in a tone appropriate to the context.
- **Motivating Others:** Creates a climate in which people want to do their best; can motivate employees, volunteers and members; empowers others; invites shared input and decision making; makes each individual feel that his/her work is important.