

Job Description  
**Earth Camp 2026 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 6 : approximately 5 hrs/week  
June 7 – June 21: 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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**Earth Camp 2025 Assistant Director**

**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.