**Assistant Program Director**

**Job Description**

**Title: Assistant Program Director**

**Department: Program**

**Reports To: Director of Programs**

**LGM Mission Statement**

We are a place set apart for life-changing experiences in Christ.

**Community**

We are in south-eastern Wisconsin in the resort town of Lake Geneva. We have been running programs on a small property located just outside town next to the local State Park, Bigfoot Beach for about 75 years. We are 5 minutes from the closest Wal-Mart, about 45 minutes from Milwaukee and an hour and a half from Chicago. We have about 40 people who live on-site year-round, consisting of full-time staff, their families and gap-year students. Many staff live off-site in the greater Walworth County area, and about 15 live at our sister site on the other side of the lake. They are active in the local community and enjoy good food and good games. We are passionate about our mission and seek to make Christ known to our guests and to one another.

**What We Believe**

For more about our ministry, our statement of faith, and our core values please visit our website at: https://www.lgyc.org/about

**Job Purpose**

To fulfil our mission by administratively creating, refining, and executing the processes and procedures of the program department.

**Job Duties**

Partner with the Director of Programs to develop a program plan to simplify our year-round programming into excellent repeatable experiences that glorify the Lord Jesus and excite youths and their families.

Plan, partner, and communicate the camp program housing plan, schedule, and details with the Program Volunteer Leaders and Share Services Team (Housekeeping, Food Service and Maintenance).

Work with the marketing team to work through the communication plan for each program.

Help interview and hire seasonal staff.

Help interview, mentor, and guide Pathway Gap-Year students.

Help develop a clear training plan for seasonal staff.

Help lead, guide, and disciple seasonal staff.

Help track budget for the program department.

Tracks and oversees tracking of registration and recruitment for reporting to the ministry.

Work with Ministry Relationship Manager/Registration Team to ensure clean hand-offs of church groups into registered Programs.

Lead on administrative support for the program area, including but not limited to scheduling, printing, and organizing program materials.

Support programming needs from both behind the scenes and from the front of the house when required.

Assist the Director of Programs accomplish the goals of the Program Department.

Support other ministry needs as directed.

**Education, Abilities, Skills, Experience**

A strong personal faith in Jesus Christ. Able to sign our statement of faith, affirm it, and abide within Biblical principles.

Strong communication skills, positive interpersonal skills, and out-going.

Experience managing people, Christian camping ministry, and sales.

Strong organizational skills, ability to delegate, hold staff accountable, set and accomplish annual goals.

Proficient in Microsoft Office Products, learning new computer systems, data entry, and organization of data.

Willingness to perform routine tasks regularly and on time, with weekly and monthly deadlines for most tasks.

Creative thinker and up to date on what is trending.

Servant’s heart

Comfortable on the phone, conducting interviews

Ability to work well on a team

Attitude of enthusiasm, initiative, willingness to learn, integrity, flexibility

Ability to relate to kids, youth, and adult guests in a professional and friendly manner

Strong desire for healthy communication between staff and potential staff

Strong sense of stewardship

**Work Context**

This job will be performed both on and off LGYC’s main campus, with about 90% of the work occurring at LGYC.

**Travel**

Will travel throughout the year to pre-scheduled appointments with schools, churches, student ministries, and conferences throughout the region.

**Physical Demands**

Ability to drive long distances, work outside in any and all-weather conditions, and sit or stand for long periods of time.

Ability to frequently lift, carry, and setup equipment for marketing and camp programming.

Ability to traverse camp property, including navigating uneven, rugged, and varied terrain in outdoor settings.

**Work Environment**

Will consistently work indoors in the office during the off-seasons and outdoors in sometimes unfavorable weather conditions during the high program seasons. Will be asked to perform roles outside of description including recreation facilitation, kitchen, and housekeeping duties.

**Compensation**

Salary, on-site housing, retirement match after one-year, paid vacation time, and some meals are provided on and off camp.

**Disclaimer:**

This Job Description is not a complete reflection of all that this job will require of you. Please be aware that a “one-team” mindset is crucial for this position; often all hands will be called on deck and you will be asked to serve long days with a gracious attitude towards staff and guests.