

**LUTHERHILL MINISTRIES**  
**Job Description**

**Position Title:** Retreat and Day Camp Coordinator  
**Position Classification:** Salary  
**FLSA:** Exempt  
**Supervisor:** Director of Programs

**Job Summary**

The Retreat and Day Camp Coordinator is hired by the Executive Director in consultation with the Director of Programs, to whom he/she reports and is called by the Board of Directors to serve the mission of Lutherhill Ministries. This position oversees the hosted retreat and summer day camp ministry at Lutherhill Ministries.

Responsibilities:

**General Responsibilities**

- Embody the mission and values of Lutherhill Ministries.
- Serve on the Program Team for overall program aspects.
- Participate in regular staff meetings and periodic staff planning retreats.
- Assist in maintaining the digital presence of Lutherhill in social media.
- Assist Executive Director in identifying potential donors for cultivation.
- Execute yearly goals and any additional duties as assigned.

**Retreat Ministry Responsibilities**

- Provide information and materials to group leaders pertaining to the usage of the Lutherhill Ministries facilities.
- Schedule groups and arrange details for their stay.
- Host and provide guest services support to retreat groups during their stay.
- Work closely with other staff to ensure group needs are met.
- Perform general office work associated with group inquiries, reservations, billings, and stays.
- Recruit, manage and mentor additional retreat staff as needed.

**Day Camp Ministry Responsibilities**

- Oversee the operation of the Summer Day Camp Ministry.
- Perform general office work associated with day camp inquiries, reservations and billing.
- Coordinate congregational site pre, during camp and post communication.
- Coordinate the creation of curriculum and projects for the day camp ministry
- Assist in recruiting and training of Summer Staff.
- Manage budget and maintain Day Camp supply inventory

Qualifications and Expectations:

- Bachelor's Degree in related fields of study or at least 3-5 years of relevant experience
- Proven ability to lead and manage year-round and summer staff, and work effectively with people of all ages
- Demonstrated leadership experience in ministry or equivalent field
- Experience in making decisions regarding overall operational performance of the ministry.
- Self-motivated and able to take initiative in resolving problems.

Qualified candidates please send in PDF format a resume and cover letter to [office@lutherhill.org](mailto:office@lutherhill.org). Highlight in your cover letter any relevant experience you have for this position and why you feel called to this position.