



Job Description
Updated October 2022

Position Title: Program Associate
Position Classification: Salary + Housing
FLSA: Exempt
Supervisor: Program Director

Job Summary

The Program Associate is hired by the Program Director to whom they report and is called to serve the mission of Lutherhill. This position is an apprenticeship in which the Program Associate will experience a two-year cycle of year-round outdoor ministry. In collaboration with the year-round program team, they collaborate all programmatic aspects of camp (day camp, summer camp, program retreats and hosted events).

Responsibilities:

- Live out the mission and values of Lutherhill Ministries.
- Participate in regular staff meetings and periodic staff planning retreats.
- To execute yearly goals and any additional duties assigned.
- Assist all aspects of summer camp residential and travel programs.
- Coordinate all aspects of day camp program.
- Provide input and manage expenditures for day camp program budget.
- Oversee communication, preparation and staffing for hosted events.
- Facilitate camp experiences such as Meals, Bible Studies, High and Low Ropes, Arts & Crafts, etc.
- Collaborate with Program Director to Recruit, train, and supervise the summer staff.
- Program activities that address the needs of partner congregations and organizations.
- Manage facility preparation for the arrival of guests including cleaning and set-up.
- Represent Lutherhill Ministries for synod and congregational events.
- Promote and share program offerings to invite even more people to experience Lutherhill.
- Assist with development efforts as needed.

Qualifications and Expectations:

- Prefer a college degree, with preferred majors in Youth Ministry, Education, or Recreation.
- One year of experience in a year-round camp setting or two years campus ministry and/or congregational youth ministry post high school.
- Strong, personal commitment to Christian faith and ability to share this faith with others.
- Familiar with ELCA theology, congregations, agencies, and structures.
- Healthy management skills, critical decision-making abilities, self-motivation to initiate new projects, and ability to follow through on details to carry out programs.
- Prefer current CPR, First Aid, Challenge Course, WSI or lifeguard certification or the ability to obtain. Lutherhill may provide.

Working Relationships

- Reports to Program Director to ensure the quality implementation of all programming.
- Reports to Director of Programs to plan and execute day camp programming, curriculum development, and congregational connections.
- Works closely with Program Interns for their faith formation, vocational discernments and program ministry.
- Works closely with the Director of Operations to ensure camp is prepared for program events.
- Works closely with Guest Relations Manager for registration process.
- Works closely with Bookkeeper for expense reporting, recording offering, store income and staff compensation.
- Works closely with Food Service Manager to provide guest numbers and dietary requirements.
- Works closely with Director of Development, Development Assistant and Executive Director for communication and development efforts.