

VISION: Refreshing Body and Spirit
MISSION: We provide Sanctuary which connects guests with God and His Creation
VALUES: Gospel, Safety, Excellence, Wellness, Stewardship, Legacy

POSITION TITLE: Assistant to the Ministry Director

RESPONSIBLE TO: Ministry Director

POSITION SUMMARY: Accepts the Vision, Mission and Values of Camp Okoboji responding especially to the values of Gospel, Excellence, and Wellness to “provide sanctuary” and “connect guests with God”. Assists in Facilitating the work of the Ministry Director, Executive Director and Camp Okoboji staff, develops and maintains Christ centered programs that complement the ministry of congregations associated with The Lutheran Church Missouri Synod and Iowa District West.

INTERPERSONAL RELATIONSHIPS: Interacts in a Christian atmosphere and constructive manner with

- Board of Directors
- Executive Director
- Staff and co-workers
- Pastors, professional church workers, and group leaders
- Volunteer and servant groups
- Guests, visitors, and camp users
- Public at large

QUALIFICATIONS:

- Member of The Lutheran Church - Missouri Synod
- Bachelor’s degree and graduate from an LCMS institution preferred
- Commitment to mission and ministry with ability to communicate Christian faith
- Sincere desire and ability to work in a Camp setting
- Strong leadership role model characterized by Christian ethics, enthusiasm, patience, self-control, and ability to work with people of all ages
- Demonstrates ability to work independently, self-motivated, highly organized, and uses sound judgment and discretion
- Possesses creativity and caring
- Must possess strong communication skills
- Ability to write, prepare and present program materials
- Must possess working knowledge of accounting and budgeting
- Must possess advanced technical, mass media, social media and computer skills
- Willingness to accept guidance and supervision

RESPONSIBILITIES - Management & Oversight

- Knows and follows Camp policies and procedures
- Assist in overseeing Volunteer and paid counselors

RESPONSIBILITIES – Assist the Ministry Director with programming

- Provide Gospel teaching and Gospel living opportunities at and through Camp Okoboji
- Research, evaluate and develop ongoing outdoor education programs
- Develop and evaluate new and pilot programs

RESPONSIBILITIES - Recordkeeping

- Understand and implement program financial recording and reporting
- Maintain accurate accounting of programs including numbers & financial results
- Maintain well organized, accessible resource files and inventory of program related materials and equipment

RESPONSIBILITIES - Reporting

- Provide pre-program breakeven analysis for each program to the Ministry Director
- Provide program summary report to the Ministry Director after each program
- Provide monthly report to Ministry Director summarizing activities, programs and accounting results
- Provide quarterly report to Ministry Director summarizing program results and accounting results
- Provide annual report to Ministry Director summarizing activities and program results

RESPONSIBILITIES - Meetings

- Meet weekly with the Ministry Director or as needed
- Assist with the scheduling, planning and attend Volunteer Committee meetings quarterly or as needed
- Attend the Annual Meeting to promote Ministry at Camp Okoboji

RESPONSIBILITIES - Contacts

- Journey with the Gospel message to congregations, groups, and friends inviting them to experience refreshment of body and spirit through the ministry of Camp Okoboji
- Represent Camp Okoboji as a speaker and presenter
- Develop contacts with IDW & ministry partners
- Maintain membership & attendance in appropriate associations related to outdoor ministry and developing networks of peers
- Attend approved professional training seminars/conferences
- Provides a positive Christian witness when representing Camp Okoboji in business relationships, the community and the neighborhood

SPECIAL NOTE: Every effort is made to make this job description comprehensive.

Responsibilities shall also include “Other duties as assigned”. The Executive Director and Ministry Director may modify this job description at any time to reassign tasks or to include additional duties and responsibilities.