



Cross Trails Ministry

Job Description

October 2021

Position: Assistant Program Director

Qualifications:

- 1) A Christian in support of the Lutheran Church and the mission of Cross Trails Ministry.
- 2) Strong leadership abilities and communication skills.
- 4) Ability to work on a team and be self-motivated.
- 5) Good physical condition and emotional maturity.
- 6) Ability to maintain a high level of confidentiality.
- 7) Ability to work long hours often involving physical activity.
- 8) At least one season of camp experience required.
- 9) At least 21 years old preferred.
- 10) Willingness to work Wednesday to Sunday most weeks in the non-summer season.

Responsibilities:

- 1) Program
 - a. Help Program Directors to develop and plan on and off-site summer programs.
 - b. Help to develop, plan and host Cross Trails retreat weekends at Ebert Ranch and Camp Chrysalis.
 - c. Coordinate and host rental retreat weekends at Ebert Ranch and Camp Chrysalis.
 - d. Earn and maintain certifications as required for site program implementation.
- 2) Facilities and Food Service
 - a. Help with maintenance and upkeep an average of one day per week.
 - b. Help with set up and clean up for retreat groups needing food service.
- 3) Administration
 - a. Help with database management, mailings and pre-retreat calls an average of one day per week.

Compensation:

- 1) Stipend: \$300 per week
- 2) Housing: Private bedroom and bath with shared living room and kitchen

This position is from January to May with the option to continue into a summer leadership position.