



Position Description June 2024

Position: Assistant Program Director

Qualifications:

- 1) A Christian in support of the Lutheran Church and the mission of Cross Trails Ministry.
- 2) Desire to actively learn and participate in camp and retreat ministry leadership.
- 3) 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 with a college degree preferred.
- 10) Willingness to work an average of five days per week including at least three weekends per month in the non-summer season and six days per week in the summer season.

Responsibilities:

- 1) Program
 - a. Help Program Directors to develop and plan on-site 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.
 - e. Take a lead role in summer program implementation.
- 2) Facilities and Food Service
 - a. Help with maintenance and upkeep an average of one day per week in the non-summer season.
 - b. Help with set up and clean up for retreat groups needing food service.
- 3) Administration
 - a. Help with database input, mailings and pre-retreat calls an average of one day per week.

Compensation:

- 1) Stipend: \$375 per week
- 2) Housing: Private one bedroom/one bath housing with full kitchen

Classification:

This is an entry-level leadership position in camp and retreat ministry. It is classified as a “seasonal exempt” position, with the hope of offering a full calendar year of experience. Employment must be renewed at the end of each season, Fall, Winter/Spring and Summer. Subject to renewal of employment, the staff member will have a week of unpaid time off between seasons, and 2.5 paid holidays that may be used in each of the non-summer seasons. No paid vacation, retirement benefits or health insurance is offered.

To apply send a resume and cover letter to
Executive Director, Deanna Christensen at deanna@crosstrails.org