

# Lake Junaluska Assembly, Inc

## Position Description

Job Title: Co-Director/Assistant/Lead Teacher  
Department: Children's Ministry – Summer Day Camp  
Supervisor: Director of Children's Summer Day Camp  
FSLA Status: Non-Exempt  
Supervises: None  
Position Status: Seasonal

### Lake Junaluska Mission Statement:

As an employee of Lake Junaluska, you are a member of a ministry team implementing the mission of LJ CRC, which is "to serve God by connecting individuals, congregations and conferences in discipleship with Jesus Christ through The United Methodist Church". We make available effective Christian programming for training, inspiration, recreation and personal enrichment. The staff also works together to be good stewards of the LJ assets, to provide the very best support services for every guest and to provide affordable facilities.

### Essential Functions

- Serve as assistant to the Children's Ministry Director and Director of MYP, to include administrative duties
- Assist in the organization, duplication and preparation of teaching materials
- Coordinate and schedule staff in collaboration with the Children's Director
- Coordinate and supervise staff and children in recreational/playground and swimming activities
- Customer relations with parents and agency staff as required by the Director
- Assist in the development of children's worship in coordination with the summer Worship Intern
- Assist in the registration process and organization of registration applications
- Responsible for the care of the children registered
- Greeting the children upon arrival
- Prepare and post daily/weekly lesson plans approved by the Director
- Guide and conduct activities to include outdoor recreation with the children
- Maintain an orderly safe environment in the classroom at all times
- Supervise children in the classroom, playground, and at the LJ swimming pool
- Perform specific cleaning duties as scheduled
- Must work well in a team environment

### Knowledge, Skills and Abilities

Must be 18 years or older with a high school diploma. Experience working with children through VBS, Sunday school or certified teacher. Christian education or Early childhood education is preferred.

Must have excellent leadership skills. Ability to write simple correspondence.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Communication Skills: Excellent communication skills a must, able to interact with a variety of personality types are required; ability to communicate appropriately to client (of all ages) and staff requests, able to make a presentation on a one-to-one basis or before a group. Ability to respond to common inquiries from fellow staff or customers/guest.

Organization Skills: Able to prioritize tasks, multi-task and organize daily activity. Able to allocate time efficiently.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to read and interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Basic computer skills. Ability to work independently, or with a partner. Participate in proactive team efforts to achieve departmental and organizational goals.

Knowledge & training in Safe Sanctuaries is extremely helpful.

**Performance/Success Factors**

Be punctual to work and other related functions; perform well in a team environment; complete work in a timely, accurate and thorough manner; conscientious about assignments and be able to prioritize daily tasks and events.

Must be a team player and cooperate with all staff.

Must be a self-starter, and able to work both independently and within the framework of a team.

Ability to receive guidance with respect to general objectives; in the majority of tasks and projects assigned, occasionally determine methods, work sequence, scheduling and how to achieve objectives of assignments; operate within specific policy guidelines.

Strive for quality in all task and/or duties.

Participate in proactive team efforts to achieve departmental and company goals.

Provide leadership to others through example and sharing of knowledge/skill.

**Working conditions**

Light physical activity performing non-strenuous daily activities of an administrative nature

Quiet to Moderate noise

Physical Demands: To coordinate work, occasionally moves about, able to stand (occasionally for prolonged periods of time), walk, sit, use hands to finger, handle or feel, reach with hands and arms (occasionally overhead), stoop, talk to and hear staff and customer requests, and also lifts or carries or otherwise moves and positions objects weighing up to 10 pounds.

Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.

At times, be outdoors in different weather conditions.

Hours: Monday through Sunday, weekend/nights/holiday and any overtime as required

**Receipt and Acknowledgment**

I accept employment at Lake Junaluska Assembly, Inc and acknowledge by my acceptance that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time if I am unable to perform these functions.
- My job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the essential job functions as well as compliance with all policies, procedures, rules and regulations of the Human Resources Policies and Procedures Manual for Lake Junaluska Assembly, Inc.
- Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this position at any time.
- I have read and understand this job description.

Print Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this position at any time.

Equal Opportunity Employer