

Lake Junaluska Assembly, Inc

Position Description

Job Title: Director
Department: Children's Ministry – Summer Day Camp
Supervisor: Director of MYP
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 CRC assets, to provide the very best support services for every guest and to provide affordable facilities.

Essential Functions

- Reports to the Director of MYP
 - Meet prior to summer season for planning and publicity
 - Regular contact and review of processes during season
 - Evaluation and review at end of summer program
- Serve as administrative support to the MYP Assistant
- Select, design and prepare curriculum for the summer program in conjunction with the Director of MYP
- Supervisor a staff of 6-8 summer staff who serve as teachers for the summer program
 - Design and lead Children's Ministry department orientation
 - Plan and implement weekly staff meetings
 - Receive weekly lesson plans from staff, comment and instruct
 - Hold staff accountable for excellence and safety in the classrooms, playground or during any recreational activities.
 - Periodic "review" visits to the classrooms
- Responsible for overall operations of the center.
 - Opening/closing the building
 - Reception desk, answering the telephone
 - Fiscal operations of fees, bookkeeping and attendance records
 - Accurate computer records of all registrations [database]
 - Purchasing materials, snacks, paper products, etc.
 - Correct placement of children and maintaining health records
 - Administration of all medications, records of first aid treatments
 - Oversight of classroom instruction and behavior
 - Oversight of playground activities

- Act as the liaison with other department staff when needed. I.e. Maintenance, housekeeping when extra attention is needed.
- Supervision of building/supply clean-up at end of summer.
- Responsible for parental relationships
 - Greet children and parents upon arrival
 - Reports problems, and relates to parents as needed.
 - Regularly communicate with parents about schedule, fees, etc.
- Conduct staff evaluations at mid-summer and at end of program, report and discuss with the Director of MYP . Report all employee issues/concerns to the Human Resources Director and forward all evaluation forms or other employee related documents to HR for record keeping.
- Provide detailed information about program, attendance, budget etc., at end of summer
- Participate in the Workplace Discipleship program required by all summer staff and staff accordingly to allow required participation.
 - Sunday afternoon and evening
 - Two mornings
 - One learning session on Tuesday of each week
 - Participation in community life activities throughout the summer.
- 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 educations 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 I 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:

- This position is not eligible for the Lake Junaluska Assembly, Inc., benefit package which includes medical, dental, vision, life, LTD, AD&D, Pension, vacation, holiday or sick time.
- 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.
- Mt 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: _____

Equal Opportunity/Affirmative Action Employer