

Lake Junaluska Assembly, Inc.

Job Description

Job Title: MYP Summer Youth Ministry Team Member
Department: Ministries with Young People (MYP)
Supervisor: Director of Ministries with Young People
FLSA Status:
Supervises: None
Position Status: Seasonal

LJA Mission Statement:

As an employee of Lake Junaluska Assembly, Inc., you are a member of a ministry team implementing the LJA mission, 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 Council's assets, to provide the very best support services for every guest and to provide affordable facilities.

Essential Functions

MYP provides summer youth camps for middle and high school students throughout the summer.

- Responsible for organizing the everyday activities for the summer youth program to include
- Afternoon mission opportunities
- Worship, workshops, small groups and evening vespers.
- Meet with youth leaders
- Register attendants
- Raise money for Youth Service Fund
- Sell summer merchandise
- Other duties as assigned

Knowledge, Skills and Abilities:

Must have excellent leadership skills and demonstrate Christian faith in daily life activities.

Act in a mature and responsible manner.

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 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. 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.
Be willing to work within the boundaries & guidelines set by the Supervisor.

Working conditions

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 thru Sunday; weekends/nights/holiday and 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