

Camps Leelanau & Kohahna Foundation
Job Description

The Mission of Camps Leelanau and Kohahna is to provide exceptional camp programs that cultivate Christian character and leadership qualities based on the practical demonstration of Christian Science.

The Mission of the Leelanau Outdoor Center is to provide a transformative experience that ignites growth in character and a lasting love of the outdoors.

Job Title: Assistant Director of Camp Leelanau

Position Description:

The Assistant Director of Camp Leelanau is responsible for and coordinates the day to day operations of Camp Leelanau for Boys, in close partnership with the Director of Camp Leelanau. This is a year-round position which includes all facets of recruitment, training, and evaluation of Leelanau staff and ensures excellence of camp programming, in addition to close coordination with the Director of Camp Kohahna and other camp support staff. The position reports to the Director of Camp Leelanau and the Operations Director.

Essential Job Responsibilities:

1. Provide daily metaphysical support for the Camps Leelanau & Kohahna Foundation, which includes active participation in regularly scheduled metaphysical meetings, regular Bible Lesson study, prepare Leelanau counselor metaphysical meetings, and teach camp Sunday School.
2. Coordinate the Camp Leelanau for Boys Program and manage camper activity achievement system. In conjunction with the Director of Camp Kohahna and Director of Camp Leelanau, provide training to counselor staff during pre-camp training and any additional on-going training as needed.
3. Establish and update year-round camper recruitment strategic planning in conjunction with camp shows, collaboration within the Christian Science community, and on-going relationship building with campers, families, and alumni. Gather recruitment input and direction from Camp Directors.
4. Provide support to Leelanau camper families throughout the year on behalf of the Foundation and in conjunction with Director. Responsibility includes parent contact, as needed, during the summer camp season. Greet and welcome campers and their families on opening and closing camp days.

5. Conduct counselor and activity observations and provide written and verbal feedback to meet all development needs of the Leelanau staff. This includes regular review of camper reports, one-on-one supervision of counselors, and facilitation of weekly staff meetings with counselors.
6. Co-lead recruitment, interviewing, and hiring of Leelanau staff and assist in recruitment and interviewing of additional camp and support staff.
7. Provide support to camp as needed 7 days a week, 24 hours a day during the summer camp season and as needed throughout the year.
8. In partnership with the Director, manage Camp Leelanau budget, which includes monthly awareness and review of income and expenses, and participation in annual budget planning.
9. Openly communicate all relevant program information to Director and Operations Director in a complete and timely manner.
10. Perform other related tasks as assigned.

Common Job Performance Responsibilities:

1. Leadership – Assume responsibility; lead by example; maintain a positive attitude; motivate others; be flexible; overcome obstacles; identify opportunities to improve; initiate assignments.
2. Communication- Communicate clearly, written and verbally; listen attentively and be receptive to feedback; provide timely, appropriate and candid feedback; prepare required paperwork.
3. Good Judgment (Wisdom) – Analyze and resolve problems; anticipate challenges; assess objective and subjective hazards; make decisions appropriate to situations.
4. Teamwork- Work cooperatively with others; build relationships and team spirit; treat others with dignity and respect; compromise; address conflict positively.
5. Self Development – Strive to improve performance; understand areas of strength and areas for growth; desire and effort to enhance skills and develop new skills; receive feedback.
6. Professionalism – Punctual with assignments and activities. Dress appropriately for the role; represent LOC and Camp in a positive manner at public and private events; place LOC and Camp program ahead of personal needs; maintain confidentiality; avoid discussions of in-house matters with parents, campers, or others. Utilize vacation and personal time appropriately; be on time and maintain appropriate office hours.
7. Contribute and adhere to the mission, vision, and core values of the organization through word and action on duty and off. “A Rule for Motives and Acts” from the Manual of the Mother Church serves as a guideline.

Qualifications:

Minimum of Bachelor's Degree and 1 or more years of management experience. Camp Leelanau, or other Christian Science related camp, familiarity and experience preferred. Wilderness First Responder certification and Commercial Driver's License preferred. Must submit to all required state and accreditation criminal background and driving checks. Must possess a valid driver's license and be insurable by foundation insurance carrier.