



Job title: Summer Staff Leadership
Department: Human Resources

FLSA Status: Exempt
Reports to: Director of Human Resources

The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.

Position Summary: Facilitate healthy community living through building relationships, providing leadership, accountability and creating fun activities for Sandy Cove Ministries' approximate 100 summer staff employees.

(Note: This role is filled by *two* people, male and female, and responsibilities can be divided based on talents and experience.)

General Purpose: To oversee Sandy Cove Ministries 100+ summer staff employee's spiritual development and leisure activities outside of work, so that they may better be able to connect with God & each other.

Role Qualifications:

- Personal relationship with Jesus Christ
- Must be committed to the mission of Sandy Cove Ministries
- Mature Christian with 2+ year experience leading in youth ministry
- Prior experience planning and leading bible studies
- Must live on-site between the months of early to mid June until mid-August

Essential Job Functions/Responsibilities:

- Build relationships with Summer Staff by being available, eating meals together, listening, encouraging, and creating spaces of safe connection
- Create and coordinate activities for the Summer Staff by scheduling them at various times that they are off of work, communicating them through weekly flyers & updating Instagram etc., and communicating with other departments to coordinate the set up and tear down
- Personal time with the Lord each day
- Prepare and lead topical message for the weekly summer staff meeting "The Link"
- Create weekly bible study opportunities for staff to help transform them more into the image of Jesus Christ
- Provide direction to Jr. Summer Staff Leadership (Dorm Parents) through daily meetings to delegate responsibilities to, ensure team unity and review details of upcoming events
- Meet with supervisor as instructed to review priorities, receive direction and guidance, and provide updates.

- Enforce Sandy Cove policies by communicating clearly to summer staff the expectations and holding them accountable to provide harmonious community living
- Be available or readily contacted for staff in event of crisis
- Help summer staff “check-in” on arrival dates and “check-out” on scheduled departure dates
- Use Sandy Cove vehicles to provide transportation for staff to and from airport as needed
- In the event that a summer staff employee needs to see a doctor/hospital; drive to appointment.
- Oversee the End of Summer Staff Party (menu, set-up, clean-up, decorations, fun)
- Oversee summer staff end of summer housing moves
- Perform any other reasonable request as assigned

Essential skills and experience

- Excellent social, communication and relational skills
- Ability to work with minimal supervision and takes initiative.
- Proven ability to work with people from many diverse backgrounds.
- Ability to lead others and encourage all to be involved in social activities.
- Creative
- Ability to think critically.
- Ability to problem solve.
- Strong organizational skills
- Ability to work well in a team environment.
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Nonessential skills and experience:

- Ability to lead worship

This position works within a team environment, co-leading with the full time Campus Community Coordinator and under the leadership of the Director of Human Resources, The team also includes Jr. Summer Staff Leadership (“Dorm Parents”).

Physical demands of work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

■ *Physical demands:* While performing the duties of this job, the employee is required to stay up late at night, stand, walk, sit, use hands, climb stairs, see, talk or hear.

■ *Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment can range from minimal to loud.

General sign-off: The employee is expected to adhere to all company policies of Sandy

Cove Ministries'

I have read and understand this explanation and job description.

Signature: _____ Date: _____

Created: 8-1-11
Revised: 1-2-24