



Job title: Jr. Summer Staff Leadership (Dorm Mom/Dad) FLSA Status: Exempt
Department: Human Resources Reports to: Director of Human Resources
Grade:

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: Help facilitate healthy community living through building relationships, providing leadership, accountability and creating fun activities for Sandy Cove Ministries' approximate 100 summer staff employees, with an emphasis on summer staff ages 14-18.

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

(Note: This role is filled by *two* people, male and female, and responsibilities are divided by gender. ex. Male Summer Staff Leadership focus on boys ages 14-18, Female Summer Staff Leadership focus on girls ages 14-18.)

Role Qualifications:

- Personal relationship with Jesus Christ
- Must be committed to the mission of Sandy Cove Ministries
- Mature Christian with some youth ministry experience
- Prior experience planning and leading Bible studies
- Must live on-site between the months of early to mid June until late August to oversee Dorm environment

Essential Job Functions/Responsibilities:

- Build relationships with Summer Staff by being available, eating meals together, listening, encouraging, and opening up the Summer Staff Leadership house to them
- Assist in coordinating activities for the Summer Staff by scheduling them at various times that they are off of work, communicating them through weekly flyers & updating Facebook page, etc., and communicating with other departments to coordinate the set up and tear down
- Assist Summer Staff Leadership in putting on weekly summer staff meeting "The Link"
- Create weekly Bible study opportunities for staff to help transform them more into the image of Jesus Christ
- Meet with Summer Staff Leadership Team for daily meetings to receive directions/responsibilities 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 expectations clearly to summer staff and holding them accountable to provide harmonious community living
- Personal daily devotion/quiet time
- Be available or readily contacted for staff in event of crisis
- Help 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
- Assist in planning and implementing the End- of-Summer Staff Party (menu, set-up, clean-up, decorations, fun)
- Assist in 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 work well in a team environment
- Prior youth work experience

Nonessential skills and experience:

- Desire to grow personally, professionally and spiritually
- Experience working in not-for-profit camps or conference centers
- Ability to help with worship (preferred but not necessary)

This position works within a team environment led by the Director of Human Resources and is also inclusive of Summer Staff Leadership

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 stand, walk, sit, use hands, climb stairs, talk or hear. Specific vision abilities required by the job include vision.

■ *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 is usually minimal.

I have read and understand this explanation and job description.

Signature: _____ Date: _____

Created: 8-1-11

Revised