



Job Title: Assistant Director

Reports to: Executive Director

Status: Full-time (year-round)

Essential Functions

- Know and appreciate Christikon's mission, ministry and culture—help expand our reach and impact
- Assume primary responsibility for equipment, food, water system and other logistics necessary for the summer camp season
- Assist Executive Director in recruiting, hiring, training and supervising all summer staff
- Take primary lead in Christikon's trails program (administration, Forest Service permitting, equipment, food, etc.) in accordance with established policies and American Camping Association (ACA) guidelines
- Help establish a culture that enables staff and guests to grow in faith, experience Christian community, and renew relationship to God, others, self and the world
- Build and maintain (in cooperation with the Executive Director) relationships and connection to owner congregations, user groups, donors, and core geographic areas
- Help oversee campsite and facilities, opening and closing of camp for the season
- Take primary role in maintaining ACA standards and preparing for accreditation visits
- Recruit, equip and develop volunteers and coordinate their thanks and celebration

Other Responsibilities

- Manage daily operations and maintain office supplies and records at summer site
- Serve as the primary retreat host for user groups
- Attend ELCA Youth Extravaganza to promote Christikon ministry

Helpful Qualities/Experience

- An understanding of, and agreement with, the teachings and confessions of the ELCA
- Work independently and apart from others
- Live in an active environment and at an elevation 6500-11,000 feet
- Willing and able to travel as needed
- And a good sense of humor never hurts

Additional Factors and Physical Considerations

- Live on-site throughout the summer season
- Maintain membership in a local ELCA congregation
- Traverse over rough and unpaved terrain
- Work under time-sensitive and stressful conditions
- Respond effectively in a medical emergency
- Possess a valid driver's license
- Be on-call as needed

Ideally You Bring These Things To The Table

- **Attention to Detail:** Attend to the many pieces which together make up Christikon's ministry; follow up on missing or unbalanced items; resolve unanswered questions needed to address a problem while keeping larger picture in mind
- **Faith:** Has active faith life and looks for ways to connect it to life; trustworthy and authentic; seeks the wisdom and guidance of appropriate mentors; appreciates and is conversant (or is willing to learn to be) in Lutheran theology and practice
- **Good Communicator:** Articulate, knows audience and speaks clearly in a variety of settings; demonstrates communication styles appropriate to situation; can adjust message as needed without losing its essence
- **Mission Ownership:** Fully supports Christikon's mission, vision, values and beliefs, and behaves in a manner congruent with the mission, vision, values and beliefs.
- **Process:** Understands or can figure out processes necessary to get things done; can organize people and activities; understands how to separate and combine tasks into efficient workflow; knows what/when to measure and how/when to measure it; able to simplify complex processes and create policy for repetitive ones
- **Resilience:** Can effectively cope with change and uncertainty, shift gears on the fly, decide and act even if/when total picture still unclear; emotionally mature; can maintain a non-anxious presence; not overly dependent upon outside affirmation; can comfortably handle risk and uncertainty; is flexible.
- **Strong Interpersonal Skills:** Can establish and maintain good working relationships with people at all levels of connection to camp; builds appropriate rapport and boundaries; is approachable; sets clear expectations and direction; addresses problems/conflict quickly and directly
- **Takes Initiative:** Works hard and can do so with or without direct supervision. Identifies opportunities and can calculate risks involved; ability to work in environment that can be demanding and set the tone for others to do the same
- **Team Orientation:** works well with others, promotes group goals ahead of personal agendas and supports the importance of teamwork; shares credit for success with others, takes or shares responsibility when things go wrong
- **Techy:** Can use or willing to learn and work with variety of technological methods and can be a resource for others