

## **JOB DESCRIPTION**

January 2016

**Employer:** Laurel Ridge Moravian Camp, Conference and Retreat Center

**Job Title:** Mission Camp Staff

**Job Classification:** Seasonal

**Reports to:** Assistant Director

**Supervises:** N/A

### **Job Summary:**

The Mission Camp staff will work directly with the Assistant Director, in conjunction with the Program Director and Deans to provide support and leadership for the Mission Camp Weeks at Laurel Ridge.

### **Essential Functions:**

To work with the Assistant Director to provide overall support to the Deans and Campers at Laurel Ridge during the Mission Camp weeks. This would include:

### **Mission Camp Weeks**

- During each week of Mission Camp, Staffers will be housed at Tise Lodge or Higgins Lodge as Mission Camp staff.
- Staff is to assist the Mission Camp Deans with programming as requested (both at Higgins and at project sites.)
- Staff is to assist the Construction Manager(s) with on-site supervision of projects.
- Staff is to assist/lead the programming and devotions at each job site.
- Staff is the liaison between the church groups, project residents and the construction managers.

### **Non-Mission Camp Weeks**

- Assist the Facilities Manager on projects around camp as needed.
- Work with the Assistant Director on programming for future weeks of Mission Camp.
- Work with Homeowners to finish projects started, but unable to be completed by Mission Camp teams.
- Other duties and support around Laurel Ridge as needed.

### **Education/Experience:**

#### **Required**

- Must be at least 1 year out of high school

#### **Preferred**

- Experience and knowledge about construction
- Ability to play an instrument during program time

## **Philosophy of Job Descriptions**

Laurel Ridge seeks to clearly identify and outline the expectations of all Laurel Ridge staff. This job description comprises most of the duties expected of the person serving in the noted position. To meet the ever-changing needs of Laurel Ridge, duties or responsibilities may be added, deleted or altered at any time. Any changes will be discussed with the employee and acknowledgement of the changes will be confirmed by signature. All Laurel Ridge Job Descriptions will be reviewed annually.

I, the undersigned, acknowledge that I have had opportunity to review and discuss this job description. I understand that this job description may be changed at any time to meet the needs of Laurel Ridge. I also understand that Laurel Ridge is an "at-will" employer and that my employment and compensation may be terminated at any time, either by me or Laurel Ridge, with or without cause, and with or without notice.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

updated: 3/3/2015