



JOB DESCRIPTION

JOB TITLE: Coordinator of Programming and Communication DATE: December 2024

PROGRAM / DEPT: Lake Louise Christian Community REPORTS TO: Director of Camping and Outreach

DIVISION: Program/Office SUPERVISOR OR MANAGER?: No

STATUS: Year-Round Part-Time-Hourly (30 hours per week) FLSA STATUS: Non-Exempt

PROGRAM & POSITION SUMMARY

Lake Louise Christian Community, Camp and Retreat Center (LLCC) offers residential Christian camping adventures to children, youth, adults and families year-round. LLCC is a sanctuary empowering personal growth, faith, and knowledge within a community. The mission of LLCC is to offer an environment and provide leadership for opportunities promoting healthy relationships, personal wholeness and spiritual well-being. Under the direct supervision of the Director of Camping and Outreach, the Coordinator of Programming and Communication will facilitate the adventure programming and will coordinate with the local community (50 Mile Radius from Lake Louise) for events, fundraising, and ongoing support.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Model Christian faith to all persons with whom they encounter and interact with while on duty at LLCC.
- Follow all health and safety standards as set forth by the Michigan State Department of Public Health and Safety, the Michigan Department of Consumer and Industry Services, OSHA, and the American Camp Association.
- Coordinate with the Director of Camping and Outreach the delivery and facilitation of programming during summer and retreat seasons.
- Support the Executive Director and the Board of Trustees in fund raising activities including representing LLCC to outside groups, attending special events, speaking at area events and actively participating in the process of identifying, cultivating, engaging, soliciting, and stewarding donors.
- Coordinate with the Director of Camping and Outreach the marketing and outreach of Lake Louise including development and distribution of printed materials, organization of social media campaigns, and promotion of LLCC at events.
- Maintain and enhance LLCC website and presence on social media platforms.
- Communicate with various constituent groups including, Alumni, Cottagers, Camper Families, Community Members, Donors, Retreat Groups, and Friends of Lake Louise.
- Ensure for safe, high quality programs on a weekly basis for all participants.
- Coordinate with the Director of Camping and Outreach in the creation of program schedules and events with all departments including foodservice and facilities.
- Lead the facilitation of daily camp program activities including Archery, Adventure Tree Climbing, Low Ropes, Geocaching, Bottle Rockets, Waterfront, etc.
- Actively record the summer camp activities by taking pictures and video throughout the week including each camp’s group photo.

- Establish procedures to maintain the inventories of all program supplies and equipment including aquatic, sports, arts & crafts, and all supplemental program supplies.
- Coordinate with local non-profits organizations to develop projects for completion by Boyne Country Service Project Teams.
- Support the Executive Director in Cottager Community requests, concerns, inquiries, and immediate needs.
- Develop and submit yearly professional goals to the Executive Director. These goals should support the mission and goals set annually by the LLCC Board of Trustees and the Executive Director.
- Serve as a cooperative member of the LLCC Staff.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements, or their equivalents, listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

- Bachelor's Degree (Preferred)
- Experience in marketing and social media.
- Experience in providing direct customer service.

Knowledge, Skills & Abilities:

- Committed to the Vision, Mission and Core Values of LLCC and able to implement these through all camp programs and interpret this vision, mission and values to our guests.
- Capable of establishing and maintaining harmonious relationships with staff, volunteers, guests, alumni, Cottager Community, and the general public.
- Committed to showing hospitality by being friendly, outgoing, and enthusiastic with all persons they encounter.
- Motivated self-starter who is outgoing, flexible and able to manage multiple projects efficiently.
- Ability to develop relationships and be the liaison with individuals within a diverse community.
- Available to work flexible hours and days including weekends.
- Ability to communicate effectively with a variety of people in a variety of situations including the direct supervisor, coworkers, staff, and guests.
- Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in cross-cultural situations.

Clearances Required Prior to the First Day of Employment:Background
Check: **Required**TB Screening -
Negative Tuberculosis Test: **N/A**First Aid/CPR
Certificate: **Required****PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Frequent bending, standing, stooping, kneeling, reaching, twisting, and walking.
- Frequent lifting, pushing, and pulling.
- Frequent repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.
- Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other persons accurately, loudly, or quickly.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.
- Driving is required for this position.

If driving a car is required for the position, incumbent must have a valid Michigan driver's license and be able to provide proof of DMV record and personal insurance (if required.)

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is located on the property of a large residential children's camp and ministry.
- The worker is subject to noise: Noise level in work environment can be moderate to excessive.
- The work environment includes contact with many children, who may be loud and at times behaviorally challenged.
- The work environment will include children ages 7-17 years old and adults.
- The work environment is located in an outdoor rustic environment of forests and lake and in a close-quartered community setting.
- Occasional exposure to outside weather conditions, including inclement weather.
- Occasional need to interact with clients that may be expressing anger both appropriately and inappropriately.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

LAKE LOUISE CHRISTIAN COMMUNITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER and is committed to providing equal employment without regard to race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, legal domicile status, veteran status, disability or AIDS/HIV status or any other characteristic protected under federal or state law.

To Apply for the Position: Applicants should send a cover letter addressing their qualifications and a resume outlining their work and volunteer experiences. Send both items to:

Lake Louise Christian Community
11037 Thumb Lake Road
Boyne Falls, MI 49713

Fax: 231-549-2729 and email execdirector@lakelouisecommunity.org also accepted.