

Position: Associate Director, a full time position with housing provided onsite  
Requirements: Post secondary degree, experience in Outdoor Ministries, good understanding of Lutheran theology.

Preferred skills: computer and office-related proficiency, music or guitar background, social media, lifeguard or advanced first aid certifications.

**Responsibilities:**

In the areas of Program directing, this person shall:

1. Lead, design, and create seasonal retreats
2. Lead, design, and create summer programs and curriculum
3. Recruit, hire, and train summer camp staff with the assistance of the Director

In the areas of program management, this person shall:

1. Supervise and coordinate summer staff
2. Order supplies for programs in a timely manner
3. Order canteen supplies and clothing in cooperation with the Director
4. Schedule occasional staffing for special program needs and events
5. Organize documents and forms necessary for employee records
6. Evaluate and document summer staff job performance
7. Work with the Program Committee for support, guidance, and direction

In the areas of Retreat Ministry, this person shall:

1. Provide high quality hospitality to guests and visitors
2. Be available to welcome and assist retreat guest upon arrival
3. Be available as needed on weekends for hosting and guest management or as assigned to the camp retreat host
4. Receive payments from retreat guests or invoice accordingly, paying close attention to numbers attending and rates
5. Assist or lead food service needs as arranged, assist in serving and cleanup
6. Contact the retreat group two weeks out to see how their planning is going and to remind them of the 7 day advance final meal count
7. Provide the Food Service Manager an accurate meal count at least 7 days in advance of the retreat, including any special dietary needs
8. Be available at checkout for cleaning instruction, closing windows, adjusting heating, and turning off lights when a retreat host is not present.

**Onomia Office Responsibilities:**

1. Assist as needed in general office tasks such as data entry, registration of campers, mailings, and phone reception
2. Become proficient in managing the registration and camp store software
3. Schedule and book retreats including contracting and follow-up
4. Assist in occasional maintenance as needed, at times to include winter snow removal, general janitorial, grounds, and repair
5. Final inspection of facility preparation for groups to ensure a clean and well-presented image for Onomia

**Community Engagement:**

1. Work with member churches and various community clergy, leaders, and constituents towards embracing and engaging with Camp Onomia through volunteerism, congregational giving, and identification of donors
2. Develop and manage relationships with individuals and partner organizations in support of the annual budget
3. Actively attend and inform relevant church, community, and business events that have potential to yield new prospects for support and partnership with Onomia
4. Prioritize personal connections and spend significant time out-of-office engaging in face to face communication with donors and business prospects
5. Assist in communications and marketing to all camp audiences

**Site Security:**

1. There must be a full time Onomia staff person or their designate on site or immediately available at all times when there are guests present
2. Residence should monitor, within reason, entry and departure of vehicles into the camp property
3. Lockup of facilities as needed
4. Turn off lights left unattended
5. Use discretion and your authority to deal with unruly guests

**Specific Relationship to Food Service**

1. Provide weekend guest numbers as they are available, preferably by the Monday before the retreat to the FSM. Estimated numbers and weekends scheduled are communicated to be communicated as soon as they become firm
2. Kitchen help will be coordinated by Executive Director. When guest numbers exceed 50 people, a second paid kitchen assistant will be assigned. Retreat hosts, summer staff, and full time staff will be available for assisting in serving and clean-up as needed.
3. In situations where both the Associate Director and the Director are off site on Sunday mornings of retreat weekends, the FSM or retreat host will assist guests with questions in regards to check out and special needs, and will remain on site until guest have departed.

**Supervision and Lines of Authority**

1. The Associate Director is directly responsible to the Executive Director
2. Summer staff are directly responsible to the Associate Director
3. Coordination and communication of guest counts, special meal requirements, and supply needs shall occur through the Associate Director and at times the Executive Director to the FSM
4. Kitchen assistants are directed in their kitchen roles by the FSM, but are under the supervision and responsibility of the Executive Director
5. All employment related issues occur through the Executive Director

### **Time off and Pay**

1. This shall be a full time position with benefits of onsite housing, electricity, heat, medical, and pension. Pay is every two weeks.
2. There is no typical work week in Outdoor Ministries. Generally speaking, when working full weekends, the Associate Director is expected to take a day and a half off during the week as time away. During the summer season, you are encouraged to manage your time in such a way as to do what is necessary to fulfill your job role as supervisor while maintaining consistent time off periods.
3. Meals when served may be taken as benefit of your employment.
4. Vacation time will be negotiated in regards to previous related work experience. A minimum of one week accrued vacation time shall be available after the first 6 months of employment and a second week or more shall be available at the end of the first full year of employment.
5. All vacation periods or time off must be arranged IN ADVANCE with Director.