

POSITION DESCRIPTION

Position Title: Ministry Specialist

Revised: February 2006

Reports To: Camp Director

General Function: The Ministry Specialist assists with the planning, delivery, and evaluation of spiritual programs, and helps the Program Coordinators to plan, prepare, and lead activities.

Requirements: The Ministry Specialist must be at least 18 years of age and a high school graduate. While experience or training in working with children is quite helpful, what is most important is that the Ministry Specialist be a person of integrity who is able to serve as a positive role model to youth. To properly support the mission and values of the camp, she/he must be a person of strong personal faith, with a positive relationship with the Catholic Church. Experience with principles of ministry and Catholic worship is very important.

Because each staff member lives and works closely with the members of the staff community, it is important that the Ministry Specialist is able to collaborate with others, communicate clearly and honestly, and be willing to contribute as community needs change. The incumbent must be certified in CPR and First Aid, and must have an awareness of the need to care for the environment.

Principal Activities:

- Coordinate the planning, preparation, and delivery of the weekly Vespers service and Mass
- Serve as a resource for counselors and program staff as they plan and prepare for daily devotions, morning praise and prayer, and spiritual counseling
- Coordinate music for Vespers, Mass, and morning praise and prayer
- Assist in leading a daily morning program activity, as needed; lead an afternoon “choice” activity, if needed
- Assist program staff in planning, preparing, and leading evening activities and other all-camp activities
- As needed, temporarily assume the duties of a counselor or other staff member who is absent due to sickness, etc.
- Serve as a “co-pilot” for a cabin group; sit with them at meals, attend evening activities with them, and assist the cabin counselor with bedtime preparations and evening devotions
- On a rotating basis, supervise daily camper free time
- Assist with Sunday camper registration
- After Friday camper departure, participate in the cleaning of cabins, bathrooms, and common areas
- Attend daily staff meetings

- Play with campers!!

Essential Functions:

- ◆ Ability to communicate procedures and regulations to staff and campers
- ◆ Ability, both visual and auditory, to identify safety hazards and monitor camper and staff behavior
- ◆ Ability to understand and implement behavior-management techniques
- ◆ Physical mobility and endurance to maintain constant supervision of campers
- ◆ Ability to communicate with and collaborate with staff peers and campers in providing program leadership and instruction
- ◆ Ability to understand and communicate the camp's spiritual vision