

Life Teen Mission

To Lead Teens
Closer to Christ

Life Teen Pillars

Reach Teens

Restore Parishes

Reclaim Culture

Life Teen Core Values

Authenticity

Affirmation

Joy

Love

Devotion to:

The Eucharist

Evangelization

Vocation

Key Principles

Prayer

Relational Ministry

Daily Mass

Dynamic Catechesis

Spiritual Depth

Safe Environment

Position Summary:

Assist with the behind-the-scenes organization of camp, including answering the phone and responding to emails daily. Responsible for managing and organizing camp paperwork from all groups attending camp and reporting to Guest Relations exact numbers regarding who is at camp each week.

Essential Ministry Functions / Responsibilities:

- Communicate with group leaders before they arrive at camp.
- Ensure paperwork is received for every camper, chaperone, and priest coming to camp.
- Ensure proper recording of group information and break down of campers / chaperones in already created templates and report to Guest Relations.
- Meet with groups when they arrive and collect outstanding payment / paperwork alongside Guest Relations.
- Assist in organizing camper t-shirts for groups and maintain inventory of shirts remaining.
- Print and organize camper mail alongside Hospitality each Tuesday and Friday (or specific designated days).
- Create housing lists for Emergency Plan Binder and organize nurse's iPad alongside Wellness Assistants.
- Be hospitable and welcoming to any and all guests and visitors.
- Ensure timely email responses and answering of the camp phone.
- Assist with weekly airport runs, miscellaneous tasks, and support for the Guest Relations position.
- Practice obedience to the Life Teen Summer Missions Rule of Life.
- Complete other tasks and projects as needed.

Direct Reports to this Position: None

Success Factors:

- Proficiency in Microsoft Office Suite with an emphasis on Excel.
- Knowledge and understanding of the Catholic Church.
- Knowledge and understanding of the greater vision of Life Teen Camps, Missions, and Resources.
- Prayerful and mission minded.
- Well-developed sense of workflow, time management, and prioritization of projects.
- Ability to work as a team, solve problems, and take initiative.
- Superior interpersonal, verbal, and written communication skills, with a strong sense of hospitality communicated interpersonally, on the phones, and through digital exchanges.
- Highly organized and detail-oriented with a heart for taking care of others.
- Ability to humbly take direction and correction.
- Motivated by love of teens, youth ministers, and core members.

Life Teen Summer Camps Mission:

To create an environment that facilitates a relationship with Christ through parish-based discipleship.

Reports to Guest Relations, Service Crew Coordinators

Physical Demands / Work Environment:

Camp community setting

Frequent long periods of computer use

Occasional physically demanding activity

Minimal lifting up to 50 lbs

Non-stationary work around camp

Travel

Prayerful

Collaborative

Interruptible

Outcomes Expected

Ensure that Life Teen Summer Camps radiate joy!

Hospitably serve groups with excellence.

Ensure clean, welcoming atmosphere for guests in the office

Create organized and accurate accounting of weekly guests with breakdowns of gender, food allergies, etc.