

**The Presbyterian Church of Jackson Hole**  
**Position Description:**  
**Jesus Oriented Youth (J.O.Y.) Summer Camp Leader in Training**

**A. Title:** J.O.Y. Summer Camp Leader in Training (LIT)

**B. LIT Program Goals**

It is our goal that LIT's are provided with the opportunity to:

**1) Explore their Gifts for Ministry**

- Learning about the ministry of caring for & sharing Jesus' love with children.
- Caring for children and moving about in our community as an ambassador of Christ.
- Representing PCJH and sharing its mission to Pass on the Faith to whomever you come into contact.

**2) Develop a Healthy Work Ethic**

- Learning to balance hard work, play, self-care, and spirituality.

**3) Learn Skills for future Employment**

- Learning/developing skills including attending staff training; honoring work schedules; recording hours worked; working with/for supervisors; and performing a variety of job duties.

**4) Strengthen One's Spiritual Life**

- Exploring spirituality through relationships with Christian leaders and peers; opportunities to teach children bible stories through drama & music; and devotionals with adult Intern.

**C. Qualifications**

The LIT (entering 7<sup>th</sup> grade through High School) will be responsible to their lead teacher (SCLT) and the Summer Camp Coordinator (SCC) for the implementation of the Jesus Oriented Youth in Jackson Hole Summer Camp ministry.

To fulfill this purpose the LIT will:

- † Demonstrate a commitment to Jesus Christ as Savior and Lord;
- † Believe in and support the vision and mission of PCJH;
- † Meet trainee qualifications for the State of Wyoming in a Child Care Facility;
- † Assist in implementation of J.O.Y. ministry: Daily fee of \$10; staff training in June and LIT days as scheduled throughout the summer program;
- † Present a positive impression through verbal and relational skills;
- † Work well with others and be a team player;
- † Demonstrate flexibility and the desire to learn;
- † Exhibit attention to time schedules, details and quality.

**D. Specific Responsibilities**

The LIT will be responsible for:

- † Assisting with program implementation & daily operations with students assigned to their care:

- Assist in implementation of developed curriculum in collaboration with lead teachers and volunteers to promote safe and high quality experiences for the spiritual, academic, and social development of the children;
- Assist with morning devotionals including music and skits;
- Assist with classroom/student management;
- Share accountability for all students assigned to their care, including attention to safety;
- Provide basic first aid care for children, seeking help from staff as needed;
- Assist in evaluating student's behavioral performance and resolution of any issues;
- Abide by all PCJH Safe Church Policy requirements and State of Wyoming Child Care Facility regulations;
- Perform other duties as assigned.

† Professional Communication:

- Communications with children/youth, co-workers, parents and congregation members should always be courteous and respectful, especially in unexpected or difficult situations;
- Communicate as appropriate with lead teacher, SCC or CYF Administrator regarding concerns or issues regarding students, parents, staff or experiences;
- When you are off site, always keep in mind that you are Christ's ambassadors as well as representatives of PCJH and conduct yourself professionally;
- It is not appropriate to talk, text, page or email when you are on the clock, unless required for work, in an *emergency*, or to contact your parent or guardian;
- Perform other duties as assigned.

† Administration:

- It is optional – but a good work skill to learn – to honestly and accurately record and report your hours. Keep your timesheets in your personal work folder;
- Perform other duties as assigned.

## **E. Accountability**

The LIT is accountable first and foremost to God, the Elders of PCJH (elected representatives), and both the Summer Camp Coordinator and CYF Administrator (the paid staff working on behalf of the Elders for advancing and fulfilling PCJH's mission), as well as to follow the "Administrative Rules for Certification of Child Care Facilities" and the "PCJH Safe Church Policy" at all times.

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Employee

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Date

Updated March 2013