



**H. E. BUTT
FOUNDATION**

Position Profile

LLYC Intern

(Revision Date:
11/01/2018)

POSITION SUMMARY

The LLYC Intern position helps young leaders envision their entire lives as a response to God's calling and work toward the renewal of society. It aims to provide recent graduates with a holistic experience that encourages them to bring their faith to bear on all areas of their life. The intern program is a 12-month learning community for emerging leaders. The goal is to help them to learn where God is leading them in Christian discipleship and to follow this throughout their life's work. This program will equip young leaders to discern and pursue their vocation from the perspective of faith and to engage strategically with the culture of the 21st century.

PROGRAM MISSION STATEMENT

LLYC is a coed, interdenominational Christian youth camp focusing on spontaneity, fun, and relationships to show kids the best two weeks of their lives, while sharing with them the gospel message and love of Jesus Christ.

ORGANIZATIONAL VALUES

Rooted in our Christian faith, daily work reflects the Values of Teamwork and Unity, Quality, Stewardship, Service and Hospitality, Trust, Honesty and Truthfulness, and Flexibility and Learning.

DUTIES AND RESPONSIBILITIES

- Personal and Professional Development
 - Be committed to learning about yourself, your vocation, and the integration of your faith in all areas of your life
 - Anticipate professional growth in leadership alongside spiritual growth and character development
 - Attend strategic conferences and/or other learning opportunities to further knowledge of camping ministry and understanding of vocational ministry

- Summer Prep and Leadership
 - Participate in the planning, creative brainstorming, and preparation for the summer camping season
 - Help coordinate, purchase, and maintain equipment and program materials
 - Assist directors during Work Week and Staff Week in getting camp ready for the summer camping season
- Staff Recruiting, Training, Development, and Leadership
 - Help to recruit and hire the LLYC summer staff
 - Offer consistent leadership throughout the summer to meet the needs of summer staff and camp operations
 - Assist LLYC directors in training staff and in developing new ways to train staff to facilitate camp more efficiently and effectively
 - Assist LLYC directors in the discipleship and nurturing of summer staff
 - Attend trips to college campuses for staff gatherings and intentional meetings with former and prospective summer staff

QUALIFICATIONS

Education and experience to support leadership development and specific program related activities required.

COMPETENCIES

- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

PHYSICAL REQUIREMENTS

Physical ability to lead a wide variety of challenging activities in an outdoor environment and at varying heights

WORK ENVIRONMENT:

Subject to outdoor environmental work conditions and able to work in an outdoor environment during all times of the year

REPORTING RELATIONSHIPS

This position will report directly to Karla Heath, Director of LLYC and Internship Program

PIVOTAL RELATIONSHIPS

- LLYC Assistant
- LLYC Registrar
- Senior Director of LLYC
- Director of LLYC
- Kitchen Manager