



**Job Title:** Ministry Coordinator and Summer Camp Manager  
**Department:** Family Life, Pro-Life & Evangelization  
**Reports To:** Director, Family Life & Evangelization and Manager,  
Office of Youth and Young Adult Ministry (OYYAM)  
**FLSA Status:** Ministerial Position

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**Approved By:** Jim Carney, CFO  
**Approved Date:** 10/28/2024

### **Purpose**

The Ministry Coordinator assists the Manager of Youth and Young Adult Ministry and the Director of Family Life, Pro-Life, and Evangelization to provide support for youth, young adult, and college/university campus ministries in parishes, Catholic schools, and other agencies of the Diocese of Helena. The Coordinator assists in facilitating diocesan events and gatherings focused on faith and ministry formation for youth (ages 12-18) and oversees young adult ministry programming (ages 18-30).

As the Summer Camp Manager for Legendary Lodge, this role includes planning and on-site management of Legendary Lodge Summer Camp programs and staff. The Camp Manager is responsible for implementing the vision of Legendary Lodge under the supervision of the Legendary Lodge Director, ensuring that the camp programs reflect a deep theological understanding of ministry and are responsive to the spiritual needs of youth and young adults.

While the position is generally divided with a 50/50 time split, there will be days or weeks with significant overlap between responsibilities, except during the summer when the primary focus shifts entirely to camp operations. All duties will be carried out in alignment with the diocesan vision for youth ministry and the commitment of the Diocese of Helena to the safety of all persons, especially minors and vulnerable adults.

### **Essential Duties & Responsibilities**

#### **Ministry Coordinator, Office of Youth and Young Adult Ministry (September – February)**

##### *Program Services:*

- Assists in the planning, organization and production of diocesan and local youth events, in collaboration with the Manager of Youth and Young Adult Ministry, parish and Catholic school youth ministers, and other appropriate agencies. Such events include:
  - Annual diocesan youth events (e.g. youth convention and Eucharistic Congress, Junior High Rally)
  - Retreats and fellowship events (e.g. Kickball Tournament, Awakening Retreat, Ski Retreat).
  - Catholic youth leadership board (Catholic Youth Coalition Board) for high school youth.
- Coordinates the planning, organization and production of diocesan participation in the National Catholic Youth Convention (NCYC). Assists in the planning, organization and production of other national and/or international gatherings such as World Youth Day and the National Eucharistic Congress.
- Coordinates diocesan activities in support of the Diocesan Committee on Catholic Scouting (Boy and Girl), providing supplies for Catholic religious emblem programs and producing an annual diocesan Scouting recognition and awards presentation.
- Coordinates diocesan activities in support of young adult ministry, in collaboration with Catholic campus ministers at the local college/university level, parishes and other appropriate agencies (e.g. Young Adult Dance, Youth Adult Retreat).
- Day-to-day office responsibilities include, but are not limited to, processing registrations, managing communication with program participants, recording registration fees, handling follow-up correspondence, and maintaining accurate attendance records. Additionally, this role provides various clerical support, such as copying, filing, typing and word processing reports, mailing, and other related tasks as needed.

### *Coordination and Liaison*

- Maintains active communication with the Manager of Youth and Young Adult Ministry, Director of Family Life and other agencies regarding activities related to this position description; attends and participates actively in Chancery staff processes and meetings as scheduled.
- Convenes and coordinates the diocesan network of Catholic campus ministers at the college/university level.
- Assists in coordination of diocesan activities in support of local initiatives in youth and young adult evangelization.
- Serves in or meets with other diocesan agencies as needed or requested, especially when their agenda involves or affects the work of this position.

### **Essential Duties & Responsibilities**

#### **Summer Camp Manager, Legendary Lodge (March – August)**

- In collaboration with Director of Legendary Lodge, assures that the philosophy and mission of Legendary Lodge is apparent in the performance of duties.
- Communicates and promotes a strong commitment to the Camp's philosophy, mission, strategic plan, and Catholic identity.

### *Summer Camp Staffing & Supervision*

- Advertises for seasonal camp positions. Schedules and assists in conducting seasonal staff interviews.
- Supervises and mentors young adult staff to ensure competence, evangelical understanding, and skill development. Trains employees and volunteers to ensure compliance with Diocesan and secular laws.
- Works closely with the Legendary Lodge Chaplain for faith formation programming for staff and campers.
- Collects and organizes volunteer paperwork.
- Actively trains, evaluates, and directs staff & volunteer activities and performance throughout summer camp season.

### *Summer Camp Oversight*

- Provides daily supervision and facilitation of summer camp schedule.
- Manages all camper disciplinary issues and subsequent parent conversations.
- Collaborates with full-time on-site caretaker and camp cook.
- Oversees procedures for safety including dietary, medical, and accommodation needs. Follows up on ongoing maintenance and/or facility safety issues.
- Maintains equipment inventory. Inspects equipment for safety and usability – ensures repair and/or replacement as needed.
- Oversees safe and appropriate use of boats and training of boat drivers.
- Manages camp telephone and email communications.

### *Camper Registration*

- Attends registration software training as directed.
- Maintains strict confidentiality regarding registration data.
- Monitors registration and communicates with camper families as needed. Allocates sponsorship funds.
- Maintains orderly spreadsheets of all camp related data. Exports registration data as directed.

### *Camp Finances and Store*

- Manages programs within budget and communicate needed expenditures as directed.
- Works with the Camp Director to count and record cash.

- Maintains current and develop prospective camp merchandise inventory.
- Manages online camp store transactions, shipping, refunds and inventory.
- Manages physical camp store (summer season) transactions, refunds and inventory.

## **Competencies**

### **Better Health**

We develop ourselves and others by continually improving health through all aspects of physical and mental well-being.

### **Service**

We are committed to customer service excellence. We are attentive to detail and accuracy and we look for improvements continuously. We monitor quality levels, find root cause of quality problems, and own/act on quality problems.

### **Collaboration**

We work well with others and display team-oriented behaviors in all our interactions; we actively work to create a win-win environment, and we treat customers and other partners with respect.

### **Innovation**

We generate new ideas and challenge the status quo. We support change, solve problems creatively, and encourage creativity in others.

### **Caring**

We actively demonstrate concern for others, and we show respect for our customers, coworkers, and business partners.

### **Integrity**

We deal with others in a straightforward and honest manner. We are accountable for our actions; we maintain confidentiality, and we behave in a manner consistent with the company's Code of Business Ethics and Conduct.

### **Adaptability/Flexibility**

Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

### **Communication**

Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.

### **Job Knowledge**

Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.

### **Problem Solving/Analysis**

Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, understands the difference between critical details and unimportant facts.

### **Productivity**

Manages a fair workload, volunteers for additional work, prioritizes tasks, develops good work procedures, manages time well, handles information flow.

### **Quality**

Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.

### **Teamwork**

Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

*Minimum Requirements:*

- Bachelor’s degree (or equivalent experience) with emphasis in education, outdoor ministry, youth ministry or related fields.
- Two years of work experience in camping ministry or related areas and previous experience working with youth in grades 5 through 12 and adults preferred.
- Ability to swim and hold certification in life guarding and water safety, CPR and first aid.
- *Protecting God’s Children* Training and Virtus on-line training.

**Job Requirements:**

- A practicing Roman Catholic in good standing with the Church
- Self-initiating and possesses good organizational skills.
- Works cooperatively and comfortably with diocesan employees, as well as priests, religious and laypersons of the diocese.
- Possesses good public relations skills and communicates effectively with a variety of personalities in a positive and professional manner.
- Willing to travel through the Diocese of Helena by car (diocesan, rental or personal) for programs and events
- Available on weekends and evenings as necessary to meet the demands of the position
- Proficient in standard Microsoft Office programs (Word, Excel, Power Point, etc.) and willing to learn new software and programs

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position functions both in an office environment with a controlled atmosphere building, and outdoors in various weather conditions. The noise level in the work environment is usually moderate.
- This position requires some travel within the Diocese of Helena, so driving in a vehicle and working within the environment provided in parish and school locations is also required.

The above statements are intended to describe the general nature of the work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The Diocese of Helena reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

I am able to perform the essential functions of this position with/without accommodations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_