

JOB DESCRIPTION FOR LDT COORDINATOR

POSITION: LDT Coordinator

RESPONSIBLE TO: Program Manager

QUALIFICATIONS

1. Has accepted Jesus Christ as Saviour and Lord and is pursuing a growing relationship with Him.
2. Minimum 18 years of age
3. Standard First Aid / CPR
4. Police Record Check is required upon application.

RESPONSIBILITIES

General:

1. Actively pursue and encourage a Christ-centered, discipling focus.
2. Care for the needs of his/her job.
3. Broaden the campers' interests.
4. Co-operate with and assist other staff members.
5. Participate in all staff meetings and general sessions.
6. Keep accurate records and report as required.
7. Be an example by following camp rules and regulations.
8. Welcome, encourage and help volunteers.

Specifics:

Overall:

1. Oversee and administrate the Leadership & Discipleship Training (LDT) Program. This is a two-year program with the following emphases:
 - a. Year 1: Personal Spiritual Development
 - b. Year 2: Peer EvangelismThe first two years of the LDT program is a two-week experience, with training the first week and practical application in the context of camping ministry the second week.
2. Take responsibility for the spiritual emphasis of the LDT program, in conjunction with the LDT pastors.
3. Take responsibility for the SAFETY of each facet of the LDT Program. Ensure the safety-consciousness of the LDTs.
4. Take on the role of a counselor during Grades 9/10/11/12 Camp.

Preparation:

1. Participate in Supervisor Training before summer.
2. Write and send an information and preparation letter to each of the LDTs, including a commitment form, any books or materials you want them to read in preparation, and a Police Information Check letter. Collect PIC forms.
3. Phone each LDT to begin getting to know them before the summer starts.
4. Plan and schedule the LDT training and practicum weeks (this includes the weekend between those weeks as well). This includes choosing and/or developing any resource materials the LDTs will use. Order any books you choose early.
5. Communicate with the LDT pastors as you plan the LDT training weeks.

6. Communicate and plan with the Worship Leader and Wilderness Team Supervisor about the aspects of LDT training where they will be involved.
7. Prepare the summer staff to help disciple and train up the LDTs, especially during their practicum week. Give clear expectations especially to those staff who will be working directly with the LDTs.
8. (Optional: Read LDT applications and accept or reject applicants (in conjunction with the Program Manager). This needs to be done in April, before the official start date of the LDT Coordinator position.)

Discipling & Training Role – During Summer Camp:

1. Pray 1 hour each day for the growth and needs of the LDTs.
2. Form meaningful relationships with the LDTs.
3. Build a Christ-centred community among the LDTs.
4. Facilitate the schedule you have created for each week.
5. Create coaching schedules, break schedules, rooming lists, and accountability partners.
6. Work with CTS and PTS to assign LDTs to the counselors and program team members they will work with during the practicum week.
7. Train the LDTs in the skills they will need for their practicum week:
 - a. Year 1: Support roles within the camp setting with an emphasis on servanthood
 - b. Year 2: Assistant counselling roles
8. Encourage each LDT, intentionally doing so in their love language.
9. Coach each LDT at least once, both in spiritual matters and in their role within the staff of Camp Caroline.
10. Ensure that LDTs feel comfortable with and understand their ministry role and responsibilities and that they feel a part of the team.
11. Assist in resolving any behavioural or performance-related issues regarding LDTs, following the camp's disciplinary procedures.
12. Promote the "on-timeness" of camp scheduled activities such as meals, activity periods, morning staff prayer, etc. for the LDTs.
13. Organize and run Sunday afternoon LDT registration.