



Recruiter

The recruiter champions and directly manages the recruiting strategy of Trout's summer staff (college age) employees and volunteers. This is a full-time, salaried position that includes onsite housing with benefits and is a core member of the Program Team. This position is directly accountable to the Associate Director.

Like all positions at Trout, this position leads with expertise of a specialist with the heart of a generalist. This is a position where the employees' commitment, heart, and passion for Jesus Christ must be evident in relationships both to staff and guests

Year-Round

- Own and directly manage the entire employment pipeline experience for Summer Staff
- Directly manage and maintain the Summer Staff Position google sheet
- Directly manage and implement a recruiting calendar for college visits maintaining a goal of at least three recruiting events per week (Oct. – Apr.). Attends all recruiting events, assisted by other staff as needed
- Identify current positions of need across all staffing departments on a weekly basis and continually identifies places, ministries, leaders, and techniques that will attract new candidate
- Ensures hiring compliance of all summer staff members
- Attend weekly staff meetings as assigned
- Attend weekly department meetings as assigned
- Informs the decision making of the Associate Director in new ways to attract and retain summer staff and disciple team members
- Checks VM, text messages, & email and responds in a timely manner
- Completes monthly financial reports

Tri-Season

- Champion the entire employment pipeline for summer staff
- Present weekly reports via email to hiring managers including the status of all candidates, applicants, and hired staff in their departments
- Traveling 2-4 Days a week during Oct. - May

Summer

- Organizes recruiting trips to churches, ministries, colleges, and groups that cater to high school / college-age staff as needed
- Champion the entire employment pipeline for summer staff members.
- Serve as the point person for all summer staff & disciple team members from candidates, application, references, and interview (summer staff only) through onsite training, communication prior to arrival, direct connection upon arrival, onsite training to connecting them directly to their direct supervisor on Sunday afternoon
- Conduct a weekly onsite training for all new summer staff members on Saturday Night & Sunday Morning
- Gap filling duties as assigned

Qualifications

- 5 Years Work Experience (in a ministry/camp setting preferred) or a 4 Year College Degree
- Knowledge of & ability to craft recruiting messaging and techniques to high school and college students
- Established connections to ministry leaders & college officials (Desired)
- Knowledge of HR & recruiting protocols and best practices
- Personable & Approachable with the ability to stay organized and take compliance seriously
- Self-Starter
- An active learner, someone who is always looking for “what’s next”, how to improve, or get better

Compensation

- Salary \$33,000 per year and includes the following benefits as a part of a total compensation package:
- Onsite Housing Available for Single Staff (utilities included)
- Cell Phone Allowance
- Health Insurance (Blue Cross / Blue Shield MN) with 100% employer covered premiums
- Flex Spending Account
- 6% Annual Retirement Contribution (100% employer paid)
- 403(b) plan (100% employee paid)
- Accidental Death & Dismemberment Insurance
- Life Insurance
- PTO & Sick Time
- Dining hall meals when guests / staff are being served
- Staff development opportunities through CCCA

Interested Applications should fill out a Full-Time Staff Application online at <https://troutlakecamps.org/full-time> &

Submit a Resume & Cover Letter to THoglund@TroutCamps.org

9/5/2022 TNH