



Description/Objective:

The Program Director is responsible for creating and implementing programming including summer camp, day camp and other programs. Developing programs that are Biblically based and put an emphasis on Spiritual Growth.

Accountability:

Directly responsible to the Executive Director

Requirements:

1. 3+ years of camp programming experience.
2. Leadership and management experience
3. Bachelor Degree or equivalent educational experience.
4. Computer literacy: including email, Google calendar and ability to learn CampWise software.

Duties & Tasks:

1. **Program Development (Plan and Implement)**
  - Summer Camp and Day Camp: Themes, Bible studies, and activities.
  - Plan off-season retreats: ReConnect, ReNew, Senior Meeting.
  - Plan Programming Budget and implement financial responsibility.
2. **Summer Staff Hiring**
  - Create job descriptions, review applications, references, interviews.
  - Recruit at college fairs.
3. **Summer Staff Management**
  - Design and run staff training.
  - Oversee weekly staff meetings.
  - Deal with staff issues.
4. **Summer Camp**
  - Oversee Sunday and Monday camper registrations.
  - Program planning and scheduling.
  - Assist with camper issues.
  - Complete staff evaluations of summer leadership staff and oversee staff evaluations of all summer staff.
  - Oversee inventory and ordering for camp store.
5. **Marketing**
  - Develop dates and rates for programs with consultation of Executive Director.
  - Help develop marketing for summer programs.
  - School Events including speaking in Christian school chapels.
  - Fundraiser help: Summerfest, Sporting Clay, and Harvest Fest.
  - Camp tours for inquiring parents and campers.
6. **General**
  - Participate in staff meetings.
  - Answer phones and questions when in the office.
  - Assist with other departments as needed.
  - Any other duties as assigned by Supervisor.

Compensation:

This position is salaried, but benefits are not available.

Other:

This is a mostly part-time position not eligible for benefits; during the summer program the working hours are closer to full-time. The schedule includes working some evening hours and weekends. Informal, neat, conservative, professional attire, appropriate for meeting the public is required