



PROGRAM DIRECTOR

JOB DESCRIPTION

Position Profile: The Program Director at Camp Indianola is a varied and diverse job. In the summer there is strong programmatic oversight responsibility with about a dozen summer staff to manage. In the spring and fall there is strong guest group usage and frequent hosting responsibilities. In the winter months we work hard to prepare, push things forward, and innovate. While the position responsibilities are numerous and diverse, this position oversees the most staff and volunteers who help accomplish the necessary work of this vital ministry.

The Mission

*With God we embrace possibility
With Christ we welcome all
With the Holy Spirit we grow together*

Applying the Mission

Embrace Possibility

Find new, innovative ways to draw participants into deeper discipleship through excellent program offerings. Look for creative ways to meet guest needs in hosting and activities.

Welcome All

As the primary host for guest groups and the face of summer programs, maintaining a welcoming, open posture and outlook are key.

Grow Together

Participate in the camp community and encourage a spirit of discipleship within the full-time, hourly, and seasonal staff. Strive for improvement in every aspect of camp, not settling for maintaining the status quo, but pushing forward into new opportunities as they arise.

Area Responsibilities

	Program	Hosting	Activities	Housekeeping
Actively look for ways to create and/or contribute to milestone events for guests during their stay	●	●	●	
Communicate regularly with other camp departments and prioritize staffing to maximize efficiency and guest experience	●	●	●	●
Plan ahead to reduce emergent issues and create staffing schedule that ensures full coverage and meets guest needs	●		●	●
Recruit, hire, train, and supervise staff who contribute to ministry objectives and overall camp community	●		●	●
Continually update guest offerings to better meet the needs of current participants, draw and serve new populations, and maintain a spirit of innovation	●		●	
Maintain equipment and supplies in an orderly, efficient manner to steward resources well	●	●	●	●
Address emergent issues quickly and coordinate with Camp Director to bring additional resources in as needed	●	●	●	●
Be part of the team in welcoming, hosting, and seeing-off guests including at least 75% of the hosting responsibilities	●	●		
Manage areas of responsibility in accordance with ACA, ACCT, and PNWUMC standards	●	●	●	●

Other Responsibilities

- Maintain a strong Christian faith that informs lifestyle, decision making, and ministry priorities
- Assist in ordering for and management of camp store
- Primary responsibility for ensuring care of two camp goats
- Team player ready to jump in and help with whatever needs doing to meet guest needs
- Perform other duties as assigned by the Camp Director

Required Qualifications

- Must be at least 25 years old
- At least bachelor's level degree in related field from an accredited university
- At least 3 years cumulative experience in camping ministry, youth ministry, and/or similar
- Must be able to operate necessary equipment including boats, power tools, machinery, housekeeping, and lawn equipment
- Must be strong swimmer able to acquire/maintain lifeguard certification
- Must be able to work extended hours standing, walking, crouching, lifting, and reaching in varying weather conditions
- Must be able to regularly lift and carry up to 50 pounds and occasionally lift up to 100 pounds
- Must have current driver's license, acceptable driving record, and be able to operate larger vehicles like 15-passenger vans and full-sized trucks
- Must be able to pass a national background check

Preferred Qualifications

- Musically inclined and able to lead campfire songs and worship for groups of 5-120
- Experience and/or certification in challenge course and high element management and facilitation
- Current certifications in any of the following: Lifeguard or higher, First Aid/CPR/AED or higher, ACCT Level One or higher, Small Water Craft, Archery
- Other related skill or experience

Compensation & Benefits

- Salary \$22,000-\$25,000 DOE
- Onsite housing in recently remodeled one bedroom apartment
- Health care coverage or stipend
- Pension after 6 months
- Paid vacation starting at 2 weeks per year
- 13 paid holidays per year
- Paid sick leave
- Professional development opportunities