

WARNER MEMORIAL CAMP

Position Description . . . Program Director

Responsible to Camp Director

GENERAL RESPONSIBILITIES

- Live an exemplary Christian life and demonstrate a Christ-like attitude
- Be a positive public relations agent for the camp
- Be interactive with guests and team members
- Be a willing servant with a humble heart to guests
- Be a team leader
- Be willing to participate in educational opportunities and CCCA Advances

This position requires an individual with an active and growing faith in Jesus Christ, demonstrated personal integrity, strong work ethic, leadership skills, interpersonal communication and organizational skills, attention to detail and a team-oriented servant attitude.

PRIMARY RESPONSIBILITIES

- Work closely with Summer Spiritual Directors to build upon our Youth Camp Program.
- Oversee scheduling and assignments of Summer Staff and volunteers.
- Become certified in Adventure Programming to help facilitate High Adventure programming.
- Purchase all supplies and secure special projects for camp programs.
- Maintain program resources, keep inventory and stock.
- Create mid-week programs for Campground guests.
- Reach out to the community with relevant programs and ministry opportunities.
- Reach out to churches and work with them to meet their needs.
- Evaluate existing youth camp programs.
- Oversee development of promotional video and materials for distribution.
- Design and implement a follow-up program for campers (life decisions, birthdays, holidays, next year's registration) utilizing summer staff to assist.

Being mindful of the **Life to the Full** initiative, work with the Warner Camp Staff to both enhance and expand current programs, and work toward additional ministry opportunities.

Tasks related to the Summer Staff

- Collaborate with camp staff to recruit, interview, and hire Summer Staff.
- Create an atmosphere for spiritual growth through unity and common mission.
- Plan and implement a program with an emphasis on hospitality and safety.
- Recruit and train volunteers for summer programs.
- Manage and hold people accountable for maximum impact.
- Oversight of Summer Camp interns.

- Know and comply with Licensing requirements.
- Review and update summer Job Descriptions.
- Evaluate staff throughout the summer, including an “End of Summer” review.

Guest Group Relations

- Work with guest groups to determine program and retreat group’s needs.
- Assist with hosting retreat groups as required, seeking to make all feel welcome and meet their camp-related needs.

Parameters of the job description

- Warner Camp seeks to define and outline the expectations of all those serving at Warner Camp. This Position Description comprises most of the duties expected of the person holding the position. However, duties could be added, removed, or alternated at a future date. Any significant changes will be discussed with the employee with sensitivity to all other tasks required to fulfill.
- Willingness to adhere to our staff values, and help our team improve through various means for the sake of growing this ministry.
- Warner Camp is an “At-Will” employer – Which is defined as, at the will of either the employee or the employer, termination can be made at any time. Common consideration on either part is expected. Under normal circumstances, typically a two-week notice.

Compensation Package

- Salary based upon education and past experience.
- Other Benefits depend on whether “onsite” housing is provided.