

JOB DESCRIPTION



TITLE: Program Director

PRIMARY FUNCTION : The Luther Park Program Director create and oversee the programming, assist with development, management and the day-to-day operations.

This position is year-round, but because of Luther Park's schedule and the location of it's constituents, a unique working environment is maintained. For the duration of the summer dates, generally Memorial Day until the first week of August, the Program Director will live and work full-time, on-site, with occasional time off. During the retreat season, the program director shall live in the Twin Cities, work from home, visit congregations and different constituents (youth leaders, pastors, etc)., and come to camp occasionally to host retreats, participate in work days, to work in the office, etc.

QUALIFICATIONS:

- Education: Bachelor's degree;
- Experience: Three years non-profit experience (preferably in camping Ministry) worked with volunteers, managed a team of staff;
- Personal Skills: Supervisory and program management skills, planning and organizing skills, effective written and oral communicator, computer and Microsoft literate, self-motivated, must be flexible and adaptable, creative and innovative;
- Theology: Passion for Outdoor Ministry, grounded in ELCA traditions and understandings (or full communal partner);
- Certifications: Have or be capable of obtaining pediatric and adult first aid, CPR and AED certifications;
- Other: Valid drivers license & personal vehicle, willingness to travel in the twin cities area and beyond, background and sexual registry check required annually.

JOB FUNCTIONS:

Physical endurance to be on one's feet for an extended period of time and having the ability to walk hills and sandy areas, walk fast, bend twist, reach above head, carrying items, stand, kneel, crouch, etc.;

Ability to work in a variety of outside weather conditions like heat, cold, humidity, wind, precipitation;

Ability to work in a variety of outdoor settings like sand, woods, around and on lake water;

Willing to work irregular or inconsistent hours (intense working periods with a balance of time off when things are slower);

RESPONSIBILITIES:

Gives spiritual leadership, creates and directs plans, and manages budgets for summer programs;

Recruits, hires, trains, and supervises summer staff members;

Recruits campers, church groups and volunteers;

Generates visibility for programs through special mailings, temple talks, and personal visits to corporate congregation staff at least once a year;

Writes articles for newsletters, brochures, press releases and web site as needed;

Designs, markets, and gives leadership to Luther Park sponsored retreats, including congregational programmed retreats;

Rotate with other Luther Park staff the responsibility of Retreat Hosting;

Identifies congregational service, mission or outreach opportunities to be incorporated in summer and year-round programs;

Identifies ways that Luther Park can provide better resources, programming, hospitality and overall ministry offerings to it's constituents and community;

Makes recommendations regarding policies and procedures, ensures codes and safety regulations are met and cooperates with the policies set forth by the ELCA, ACA, State of Wisconsin, and the Luther Park Board of Directors;

Serves as a resource for corporate congregations, as appropriate, like participating, leading or assisting in their programming, etc.;

Works closely with Kitchen staff, Housekeeping staff, Maintenance staff, volunteers for the benefit of the camp;

Responsibilities may increase as skills develop and opportunities present itself;

Assists Executive Director as needed.

RELATIONSHIP:

Reports to the Executive Director;

Manages summer and program staff;

Interfaces with Corporate Churches and Constituency.

JOB TYPE:

Full-Time

SALARY:

\$30,000

BENEFITS:

On-site housing when on-site;

Use of camp vehicles for work purposes;

Pension;

Health and Dental Insurance;

Health Savings Account.