

## **JOB DESCRIPTION**

- TITLE:** **Director of Summer Program and Retreat Ministries**
- RELATIONSHIP:** Reports to the Associate Director  
Interfaces with Corporate Churches and Constituency
- QUALIFICATIONS:** Bachelor's degree preferred;  
Five summers non-profit experience, preferably in camping ministry;  
Experience and understanding of the Lutheran theology  
Passion for Lutheran outdoor ministries;  
Supervisory and program management skills;  
Experience working with volunteers;  
Effective written and oral communicator;  
Willingness to travel in the twin cities area.  
Willing to live on site.
- POSITION SUMMARY:** Oversee summer and retreat ministries, train and hire summer program and retreat staff in cooperation with the Associate Director, recruit campers and retreaters, and assist in the visibility and promotion of camp programs and congregational mission opportunities.
- RESPONSIBILITIES:** Hosts and provides hospitality for all retreat groups, provides communication prior to and after all retreats, booking and billing and general prep for all retreat ministry. Assist with food service and cleaning as needed.
- Designs, markets, and gives leadership to Luther Park sponsored retreats, including congregational retreats.
- Assists in recruitment, training, and supervising of summer staff and retreat staff members.
- Direct the summer program and staff.
- Generates visibility for programs through special mailings, temple talks, and personal visits to corporate congregation staff at least once a year.
- Assist with recruitment of summer campers (Summer Brochure, Camp Sunday's in churches as available, program development, lifting up summer camp on retreat weekends, etc.) and retreaters so that the greatest number of people experience the love of Jesus Christ in this setting.
- Identifies congregational service and mission opportunities to be incorporated in summer and year-round programs.
- Writes articles for newsletters, brochures, press releases and web site as needed.
- Serves as a resource for corporate congregations as appropriate.
- Assists Executive Director and Associate Director as needed.