

## **POSITION DESCRIPTION**

### **TITLE:**

**Program Director of Luther Park and Luther Woods Bible Camp**

### **PURPOSE:**

The purpose of this position is to carry out the work of the Luther Park Bible Camp by designing, promoting, implementing and evaluating the programming at Luther Park and Luther Woods and working toward a strong ministry in all areas of the camps. Person in this position must be willing to live by the basic tenets of the reformed faith, the ELCA and the personnel policies of Luther Park Bible Camp. Luther Park seeks a person with a love of Christ, love of youth and adults, and a willingness to work independently or cooperatively.

### **ACCOUNTABILITY:**

The person in this position is accountable to the Executive Ministry Director of Luther Park Bible Camp or Operations Director. This person will work with the Luther Park Bible Camp staff and members of the program committee of the Luther Park Board.

### **RESPONSIBILITIES:**

- A. Work closely with the Executive Director and leadership staff to evaluate the on-going needs of the Luther Park Bible Camp program.
- B. Publicize Luther Park Bible Camp and its programs through church and community event presentations, phone calls, mailings etc.
- C. Be responsible for the overall Summer Camping Program.
  1. Develop, schedule, publicize, implement, and resource the program, within established budget and time constraints.
  2. Recruit, train, supervise and evaluate all summer camp staff.
  3. Further develop, update and improve the summer staff manual and other resources.
  4. Conduct an annual evaluation of the summer camping program to determine future needs.
  5. Assist in developing spiritual life of staff and campers with strong focus on summer staff
- D. Be responsible for the year-round ministry of both existing and future programs.
  1. Develop, schedule, publicize, implement and resource the programs, within established budget and time constraints, that meet the needs of the churches.
  2. Recruit specialized leadership for programs as needed.
  3. Coordinate evaluation and follow-up procedures for the events.
- E. Provide hosting services as needed for groups using the Luther Park facilities, acting as the main contact person between Luther Park and the guest groups during their stay.
  1. Work together with all of the Luther Park staff for the welfare of all Luther Park guests.
  2. Conduct property tours as needed.
  3. Coordinate usage of and staff as necessary the Swimming Pool and Challenge Courses.
- F. Keep current on program trends and needs of churches and communities
- G. Assist the Executive Director in developing the program portion of the Luther Park Bible Camp operating budget.
- H. Assist in maintaining a regular social media presence for Luther Park Bible Camp.
- I. Work with the Executive Director to identify needed equipment and supplies for programs, making sure to stay within budgetary constraints.

- J. Participate in staff meetings taking the initiative to suggest ideas, solutions, etc. to the Executive Director and leadership staff.
- K. Follow the personnel policies of Luther Park Bible Camp.
- L. Be willing to undertake additional duties as assigned.
- M. Relate to the Luther Park Board Program committee, by providing staff services and resources to this body and to any sub-committees related to program.

**QUALIFICATIONS:**

- Bachelor's degree or significant year-round experience.
- Must have strong Christian commitment
- Must be able to bend, run, jump and play with children.
- Must be able to lift and move items such as canoes and other program and work materials
- Must have or be willing to get first aid and CPR trained
- Must have computer skills in Word, Publisher and Power Point or equivalent programs
- Must be willing to abide by guidelines of Luther Park Bible Camp Social Media Policies.

Challenge Course experience and Lifeguard experience is preferred but not required

**EVALUATION:** There shall be an annual review and evaluation by the Executive Director and possibly members of the Luther Park Personnel Committee.

**TERMS:** This person shall be employed for an indefinite term, subject to termination in accordance with the Personnel Policies of Luther Park Bible Camp. This is a full-time, exempt position. Housing may be available, and salary is based on experience and education. Salary package does include health insurance and retirement benefits.