Job Description

Program Director

**The Mission of Metigoshe Ministries:**

Metigoshe Ministries is Adventure Anchored in Christ, where people experience and celebrate the gifts of God in a life together.

**Purpose:**

Assist in the planning, implementation, and management of the year-round (primarily Youth and Family Retreating) and summer programs consistent with the objectives and the mission of Metigoshe.

**Accountability:**

The Program Director is accountable to the Executive Director of Metigoshe Ministries.

**Knowledge and Abilities:**

Required

* A commitment to Jesus Christ as Lord and Savior and the desire and ability to share this love with others
* A commitment to live out the Christian faith in accordance with the teachings of the Evangelical Lutheran Church in America (ELCA), and to ensure all Metigoshe programming is shaped according to these teachings
* Desire and ability to work with children and adults in a Christian camp setting
* Demonstrated experience in developing programs and supervising staff
* Leadership experience in camp settings
* Demonstrated understanding and ability in camp risk management
* Commitment to risk management policies and procedures
* Able to facilitate initiative courses and adventure-based learning
* Willing and able to work 60+ hour weeks during the summer program season and available to work weekends as dictated by retreat and program groups throughout the year
* Physically able to travel the trails and roads that connect the various program elements and facilities of our ministry
* Comfortable in and around water
* Public speaking and communication skills that provide a positive public presence for Metigoshe
* First Aid certified

Preferred

* 3-5 years of summer and/or year-round Outdoor Ministry experience
* Bachelor’s Degree in a related field (e.g. Recreation, Christian Education, Youth Ministry, etc.)
* Knowledge and experience in Social Media
* Demonstrated competency with Microsoft office applications (Word, Publisher, Excel)
* Knowledge of and experience with the American Camp Association accreditation standards
* Life Guard certified, or a willingness to become certified
* Emergency Medical Technician (EMT)

**Responsibilities:**

Year-Round

* Maintain connections with summer staff through:
	+ Email/facebook/texting, notes, and intentional reunions
	+ Personal notes on birthdays and significant occasions
* Recruit summer campers through:
	+ The development and implementation of an intentional marketing plan
	+ Congregational visits (Temple talks, Sunday school, youth, and parent groups)
	+ Maintaining connections with summer campers throughout the year
* Plan for summer programs through:
	+ Development of summer schedule
	+ Planning for resource people and equipment needed for specialized programs
	+ Visioning for new program ideas in collaboration with year-round staff, counselor, camper, parent, and pastor suggestions
	+ Development of summer Bible study materials and worship experiences for all programs
* Lead hiring the summer staff through:
	+ Creating and executing a recruitment schedule
	+ Reflection on and development of recruitment strategies
	+ Personal interviews
	+ Maintenance of applications, background checks, and contracts
* Lead planning and implementation of staff training through:
	+ Creative programming that prepares staff to carry out the mission of Metigoshe Ministries professionally, safely, and creatively
	+ Faith-enriching experiences that help staff to mature in their faith
	+ Community-building experiences that bring staff together as a team
* Primary responsibility for planning youth & family retreats
* Assist in design and copy of the publications that communicate to our constituency the programs we offer (newsletters, brochures, monthly updates)
* Ensure that camp is opened and closed in the spring and fall with careful and thoughtful stewardship, in coordination with Executive Director
* Improve oneself as an outdoor ministry professional by participating in continuing education and networking opportunities
* Welcome and assist all guests with Christian hospitality; other duties as required for the good of the ministry.

Summer

* Guide planning and implementation of daily summer camp program through discussion with counselors, programmatic staff, and guests. Constant attention to age levels of campers, needs of counselors, and the mission of Metigoshe Ministries will serve as focus for planning
* Serve primary supervisory role for summer staff
* Promote a camp environment with staff and campers that puts safety first, immediately act to remedy unsafe situations through:
	+ Understanding and implementation of ACA safety standards
	+ Supervision that programmatic personnel fulfill all ACA standards in their assigned areas
* Be sensitive to staff members feelings and needs and always be available to talk with them; assist in resolving any difficulties among staff members
* Conduct meetings so that counselors and programmatic staff clearly understand programming dynamics and find encouragement in their work
* Be available to parents of campers; express our concern and care for their children at all times
* Make staff assignments and camper cabin assignments weekly
* Coordinate summer staff days off and excused absences from camp
* Conduct periodic inventories of the buildings and grounds and assess repair needs; arrange for site and support staff to make improvements
* Evaluate summer camp programs to vision for modifications and brand new program

**Evaluation:**

A review will be conducted after six months of employment. Thereafter, an annual ministry evaluation and salary review will occur.

This is a full-time, exempt position.

Salary commensurate with experience.