

## HEARTLAND PRESBYTERIAN CENTER

### POSITION DESCRIPTION

**Title:**

DIRECTOR OF TRAVELING DAY CAMP PROGRAMS AND INTERNSHIP PROGRAMS

**Purpose:**

Partner with churches to engage the children and families in their communities as the body of Christ through relational small group day camp programming. This position will lead, develop, supervise, and coordinate the planning, promotion, and operation of Heartland's Traveling Day Camps Program.

Prepare young leaders to successfully enter the Christian camp and or children / youth ministry career fields through on the job training, educational and spiritual development opportunities. Enable participants to effectively live in Christian community together. This position will lead, develop, supervise, and coordinate the Cornerstone Internship program.

Work with other Heartland staff to provide the highest level of Christian hospitality attainable for guests of the Center.

**Accountability:**

This position is accountable to the Executive Director of Heartland Presbyterian Center.

**Responsibilities:**

1. Supervise and coordinate the planning, promotion, and operation of Traveling Day Camp programs.
2. Train, develop and supervise summer TDC staff and Volunteers.
3. Oversee the selection and develop of the curriculum the summer program including Christian education, faith development, activities, and crafts, etc.
4. Develop relationships and networks with churches and governing bodies that lead to true partnerships in Christian education and spiritual development.
5. Educate, recruit, and onboard Churches to participate in Traveling Day Camp programs.
6. Maintain good working relationships, training events and support systems with church TDC coordinators that enable the church to host successful TDC sessions.
7. Work with the Executive Director to create and manage the annual TDC and Cornerstone Operating Budget.
8. Develop and direct the Cornerstone Internship Program.

- a. Continue to develop the internship program, setting objectives and goals and implementing the program
- b. Promote the program and recruit, interview and select annual participants
- c. Train, develop, and supervise interns
- d. Coordinate schedules: work, academic, and community building
- e. Build and maintain relationship with church partners
- f. Planning professional and spiritual development opportunities

Work with the other Program Directors and the Executive Director to:

1. Recruit, interview, hire, and onboard summer staff and volunteers.
2. Perform program promotional visits to churches and other groups including Sunday Schools, Minute for Missions, Parent Meetings and Wednesday Evening Programs, etc.
3. Work with the program committee of the Board of Directors and other departments of Heartland Center to evaluate and enhance existing programs and develop new programs that meet the needs of Heartland and Northern Kansas Presbyteries and surrounding communities.
4. Periodically serve as afterhours / weekend administrator on call.
5. Foster the spiritual and community development of summer staff and intern staff through Bible study, social activities, personal interaction, etc.
6. Editing intern writing and creative work.
7. Other duties as assigned by the Executive Director.

## **Skills, Knowledge, and Abilities**

Required:

- Possess a firm understanding, belief, and faith in Jesus Christ as understood through reformed protestant theology.
- Dynamic people skills: This person must understand, relate, and communicate well (orally and written) with children, youth, and adults.
- Ability to effectively work in teams and individually.
- Attention to quality of program.
- Willing and able to work 50- 70-hour weeks during the summer program season and available to work periodic weekends as dictated by various programs throughout the year.
- Physically able to travel the trails and roads that connect the various program elements and facilities of the Heartland Presbyterian Center grounds and other facilities with Heartland Presbyterian Center programs.
- Willing and able to:
  - o work in an outdoor environment
  - o work an 8-hour day standing and/or walking
  - o be able to lift up to 40 pounds

- This person must have a valid driver's license and driving record that is absent of multiple driving violations and accidents (we understand that accidents and minor violations happen).
- We expect the program director to regularly engage in professional development and continuing education.
- Ability and willingness to drive (or learn to drive) various camp vehicles including trucks and hauling equipment trailers.

**Preferred:**

- Previous experience working for a Christian day camp.
- An understanding and appreciation for the PCUSA.
- Experience teaching and leading outdoor/indoor recreational and educational activities for all age groups.

**Evaluation:**

The Executive Director will conduct a review at six months employment and conduct an annual salary review and evaluation thereafter.

**Terms:**

This person will be hired for an indefinite term, subject to termination in accordance with the Personnel Policies of the Heartland Presbyterian Center. This is a full-time, exempt position.