



## **Position Description**

**TITLE:** Director of Programs

**REPORTS TO:** Executive Director

**STATUS:** Full Time; Exempt

**REVISION DATE:** March 2021

**BASIC FUNCTION:** The Director of Programs fully supports Massanetta Springs mission “to be a place for all people to experience God through renewal, discovery, and hospitality” by having primary responsibility for the design, promotion, and execution for programs offered by Massanetta Springs. As a member of the senior management team, this position also assists in the overall decision making, policy implementation and mission interpretation of Massanetta Springs. As a residential employee, this person also shares in taking regular on-call duties for late night needs of guests.

**SUPERVISORY RESPONSIBILITIES:** Day Camp Manager; Summer Program Interns; Recreation Staff

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Develop, promote, and administer Massanetta’s programs. This includes, but is not limited to:
  - a. Having primary responsibility for all current Massanetta Programs
    - i. The Executive Director will continue to assist with the Bible and Church Music Conference as needed
  - b. Working with the Program Committee of the Board of Trustees and the Executive Director to extend the reach of our ministry through new program offerings.
2. Participate in meetings of senior management team, articulating plans and needs of the Program Department thereby ensuring work is coordinated with plans and needs of the center as a whole.
3. Supervise Day Camp Manager, Seasonal Interns related to programs, and Seasonal Recreation Staff.
4. The Program Director is a key staff member to provide assistance to guests when the Massanetta Front Desk is closed. This will require living on site during on-call hours, a full-time residential employee is preferred. (Housing provided.)
5. Develop and implement a marketing plan for events sponsored by Massanetta Springs, and participate in the marketing of other segments of Massanetta’s ministry as needed.
6. Recruit conference planning teams and resource their work.
7. Ensure cost controls on line items relating to the Program Department.

8. Interact with guests and staff to present Massanetta Springs Camp and Conference Center in a positive, hospitable way.
9. Represent Massanetta Springs at Presbytery Meetings, in congregations, and at other church gatherings as required, and develop strong relationships with the current Massanetta Community, and work to build new relationships with churches, pastors, youth directors, advisors, and others to strengthen Massanetta's ties inside the PC(USA)
10. Work to develop relationships in the Harrisonburg/Rockingham Community and surrounding areas for the benefit of Massanetta programs.
11. Alongside Executive Director and other staff members, take a leading role in developing and executing Massanetta's social media strategy.
12. Assist in other areas of Massanetta's ministry when needed.

**REQUIRED SKILLS AND QUALIFICATIONS:**

Education: Minimum of a bachelor's degree (M. Div. M.A., in Christian Education or related field preferred). Open to exploring ordination for qualified candidate.

**Experience:** Experience in a relevant position (2-3 years preferred), preferably in a conference center setting; advanced knowledge of Christian education principles and practices.

Being a member of a Presbyterian Church (USA) congregation for at least twelve months, or at least twelve months working in a Presbyterian Church (USA) camp, conference center, congregation, or other PC(USA) entity is preferred.

**Skills & Qualities:** Demonstrated ability to plan, organize and train volunteers; strong communication skills (oral and written); people friendly, self-motivated, team focused; able to meet deadlines and delegate responsibility.

Ability to develop partnerships with churches, presbyteries and other organizations to enhance program offerings.

Computer skills, including an understanding of social media outlets including, but not limited to Facebook, Twitter and Instagram.

**Work Schedule:** This is a full time exempt position, which will require evening and weekend work.

**Salary/Benefits:** Salary commensurate with experience. Employer pays 50% of the Member Only rate for medical insurance through the Board of Pensions. Employer match on participation in 403(b) retirement plan. Meals onsite when they are served in the dining hall. On-Site housing provided at employer's convenience.

Vacation, Paid Holidays and Sick Leave.

*Note: If Director of Programs and Massanetta Agree to an ordained position. The employee would fall under the Called and Installed benefits program per the Massanetta Springs personnel policy. If the Director of Programs is pursuing ordination, salary and benefits for non-ordained full time staff would apply until the date of ordination.*

Required License / Certification: Current, clear license to operate a vehicle.  
CPR/First Aid; Ropes Course Certification; Lifeguarding Certification are a plus, but not required for hire.

The above position description has been reviewed and its content is believed to be complete and accurate. Massanetta Springs, Inc., as an employer, retains the discretion to add or change the functions, responsibilities, and/or qualifications for this position at any time.

This position description does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. This description is intended to describe the general nature and level of work being performed by people assigned to this job. This should not be construed as an exhaustive list of all responsibilities, duties, skills, knowledge, and abilities required of job incumbents. Further, the description is not intended to limit or in any way modify the right of any supervisor to assign, direct or control the work of employees under his/her supervision.

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Employee Date

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Executive Director Date