

PROGRAM DIRECTOR POSITION

[Full-Time, Seasonal, with option for long-term commitment]

Cedarkirk is searching for an enthusiastic camp professional to help guests connect to God and build community through the practices and rhythms of outdoor ministry. We are looking for someone with a depth of experience in establishing programs that empower participants and guests to do the transforming work of loving and serving others.

Our next Program Director has a passion for serving others and helping them in their spiritual development. This person exemplifies a life grounded in the practices of Christian faith and the advancement of social justice. As a visible face of Cedarkirk and its ministry, the Program Director's interactions with guests and individuals exhibit professionalism, humor, organization, integrity, and patience.

We seek a person who can share the story of this ministry in creative and engaging ways, who will articulate and convey our culture and vision to guests and the wider community through direct interaction and social media. This person should demonstrate steady leadership for our summer staff and inspire them to be at their best for every camper. They will set the tone for summer programs by emphasizing empathy, optimism, safety, and a just the right amount of silliness.

Our ideal candidate will be the one who can help us build on our strengths, make the most of our opportunities for growth, and help us transition into our next phase of ministry with vitality, flexibility, and creativity.

**Cedarkirk Camp & Conference Center is the year-round camp and conference center of the Presbyteries of Tampa Bay and Peace River.
We welcome more than 19,000 people each year through our programs, summer camps, and guest group events.**

POSITION DESCRIPTION: The Program Director's responsibility is to support the ministry of Cedarkirk by planning, managing, and executing all aspects of its programs. This includes: planning and running innovative programs that respond to the needs of our constituents; hiring, training, and supervising summer camp staff; administering and running weekly summer camp sessions; hosting and providing hospitality to guest groups; developing novel social media content; and participating fully as a member of the staff leadership team.

PRINCIPAL RESPONSIBILITIES

The Program Director is responsible for:

- Planning and implementing Cedarkirk's calendar of summer camp and year round programs as well as developing innovative new programs that respond to the needs of our constituents;
- Hiring, training, managing, and mentoring summer camp staff;
- Developing and creating published and digital content related to Cedarkirk's annual programs, and maintaining this content on organizational social media channels;
- Serving as an ambassador for Cedarkirk at publicity events, development events, and presentation opportunities for churches and camper families;
- Assisting the Executive Director and leadership team with compliance and safety measures related to the health and safety of all guests and staff;
- Hosting guest groups and serving as a reliable and joy-filled role model for staff, campers, and guests;
- Managing crises as they arise, and resolving them with empathy and creativity;
- Maintaining a willingness to perform additional responsibilities as assigned;
- Ensuring the mission and ministry of Cedarkirk is foundational in every program, event, and guest experience.

QUALIFICATIONS & REQUIREMENTS

The program director must meet the following requirements:

- Attitude of service and a commitment to Cedarkirk and its ministry;
- At least 4 years of camp program administrative experience, or similar background;
- Familiarity with the Presbyterian Church (USA) or reformed theology preferred;
- Christian conviction and maturity;
- Bachelor's degree preferred;
- Demonstrated ability to successfully supervise employees and manage large group of staff.

KNOWLEDGE, SKILLS & ABILITY

The program director must have the following skills:

- Ability to communicate effectively and creatively at a professional level in writing and speech;
- Skill in maintaining a high degree of organization;
- Desire to continually learn and improve;
- Ability to work closely with other staff in planning and decision making;
- Ability to interact positively with people of all ages, including staff, guests, campers, and camper parents;
- Ability to work indoors, outdoors, and lead challenge activities;
- Knowledge and proficiency in computer operation (Microsoft office suite and email);

- Knowledge and proficiency in navigating social media platforms (experience in graphic design and video content development is a plus);
- Ability to maintain a positive and charismatic personality, and to remain patient and calm in stressful situations;
- Possess a passion for using outdoor resources and activities to build community, develop faith, and advance social justice;
- Be a motivational leader who is willing to set a standard for other staff through hard work and servanthood;
- Ability to prioritize and delegate effectively;
- Willingness to do what is requested and required to accomplish Cedarkirk's ministry and mission goals.

WORKING ENVIRONMENT: Work is performed in a variety of indoor and outdoor locations, and will periodically involve some strenuous physical exertion. Hours and work schedule are generally structured around standard work hours, but are dependent upon the event schedule, which includes some nights, weekends, and holidays.

REPORTS TO: Cedarkirk's Executive Director

COMPENSATION: This is a full-time management position, eligible for the organization's full benefit package as outlined in the Cedarkirk Employee Handbook. Salary (\$34,000 to \$43,000 annually, based on experience and qualifications), health insurance, paid vacation and sick time, continuing education allowance, and employer contribution to retirement plan.