



## Program Director

### Westminster Woods Job Posting

*Posting Date: June 14, 2021*

*Applications accepted until filled*

*Status: Exempt*

*Dates of Employment: Fulltime, beginning August 2021 (date negotiable)*

*Location: Occidental, California*

*To Apply: email resume and cover letter to: [chrisr@westminsterwoods.org](mailto:chrisr@westminsterwoods.org) (put Program Director in subject line)*

Westminster Woods Camp and Conference Center is celebrating its 75<sup>th</sup> year as a camp in 2021. Westminster Woods is located on 200 acres of redwood forest in the coastal hills of Western Sonoma County, California. During the summer we offer five weeks of faith based summer camp for children ages 8-18. During the school year, we offer 30 weeks of multiday environmental and science education in addition to character development (challenge course) programming for students primarily in grades 5 through 8. In addition to these programs, Westminster Woods hosts guest retreats, and ministry programs throughout the year.

#### Job Title:

Program Director

#### Job Organization Level:

Director Level

#### Job Authorities and Acknowledgments:

The Program Director oversees all of the programs that Westminster Woods offers.

#### Direct Supervisor:

The Program Director reports directly to the Executive Director

#### Direct Subordinates:

- School Programs Manager
- Ministries Manager
- Challenge Course Manager
- Guest Services Manager

#### Eligibility:

Education and Licensure.

Bachelor's degree

Master's degree preferred

## Certifications or Verified Skills.

1<sup>st</sup> Aid Certification

CA driver's license or equivalent to allow for travel as required

## Experience.

Experience in a mission-driven organization

Experience in camping and outdoor education industry

Experience in managing a staff of greater than 10 (staff and/or volunteers)

Experience in developing and implementation of budgets over \$500,000

Experience in hiring, training, evaluation, and release of staff and volunteers

Experience in developing guest focused programming and services

Experience as an emotionally supportive professional

Experience as a public figure representing an organization

Understanding of formal church governments and operations

## Position Tasks:

- Oversee all aspects of the School Programs, Ministries, Guest Services and Challenge Course
- Provide direct leadership, guidance and supervision to the managers of the School Programs, Ministries, Guest Services and Challenge Course departments
- Lead department managers in coordinating use of grounds, resources and staff in providing for programmatic needs
- Develop, implement and evaluate performance of a marketing for strategy for Westminster Woods and specific program departments
- Prepare and direct a business strategy for all Westminster Woods programs
- Develop and implement a fundraising strategy with aspects pertaining to Westminster Woods as a whole and program specific fundraising activities
- Coordinate with department managers to support their staff through effective use of regular staff training and professional development
- Work with the department managers to plan and execute risk management protocols.
- Complete and prepare regular performance evaluations, of department managers, and oversee the completion of evaluations required of department managers for their subordinates
- Assist managers in preparing and developing relevant and cutting edge programming
- Conduct the hiring, training, scheduling, and supervising of department managers
- Assist department managers in budget development and implementation
- Verifying and approving department manager timecards
- Possesses excellent verbal and written communication skills, proficient in MS Office Suite and Google tools

## Position Expectations

- Professed Christian faith
- Promote the camp mission positively throughout the larger community.
- Serve as a public face and point of connection for the larger Westminster Woods community and stakeholders, alongside program department managers
- Demonstrate leadership and vision in managing major projects and initiatives
- Collaborate with all directors and their department managers to fulfill the larger mission of Westminster Woods
- Promote, empowered leadership, competent staff, professional conduct amongst staff

- Foster meaningful community amongst staff and guests
- Promote inclusiveness and diversity
- Encourage high professional ethical standards through personal actions and examples
- Demonstrate the ability to challenge and debate issues of importance to the organization while maintaining collegiality and creating consensus
- Demonstrate the ability to look at situations from several points of view
- Demonstrate the ability to delegate responsibilities effectively and encourage personal and professional growth
- Excel at operating in a fast-paced community environment
- Encourage respect and collaboration amongst all Westminster Woods employees
- Serve as a pastoral presence for all Westminster Woods staff
- Ensure integrity with the mission statement of Westminster Woods in all of its programming
- Ability to communicate articulately and compassionately in English
- Ability to type at a computer, speak publicly and by phone/on video chat, and walk on uneven terrain with or without accommodation

#### Time Commitment:

This is a full time year round position that typically requires 40 hours a week to complete. Normal work weeks are Monday through Friday. Some weekend work during the year is required.

#### Salary, Hourly, Contract:

This is a salaried position.

#### Benefits Provided:

Sick time is accrued at 4 hours per month, (6 days a year). Sick time can be accrued up to 160 hours. Vacation is accrued at 13.33 hours a month, (20 days a year). Vacation can be accrued up to 160 hours. 12 paid holiday per year. Medical, Dental, and Vision benefits are included. The employee pays 25% of the cost of the insurance.

#### Salary Range:

\$60,000 to \$70,000 on-site housing is available.

*Westminster Woods values diversity, equity, and inclusion. We welcome all backgrounds, abilities, cultures, orientations, identities, and communities.*