

**JOHNSONBURG CAMP & RETREAT CENTER**  
822 Route 519 | Johnsonburg, NJ 07825 | 908.852.2349 | [www.campjburg.org](http://www.campjburg.org)

**Job Title:** Associate Director of Programs

**Reports To:** Executive Director

**Status:** Full Time, Exempt

**Revision:** August 6, 2021

**Scope of Position:**

To commit to and help fulfill the mission of Johnsonburg Camp and Retreat Center. Represent Johnsonburg in a positive and hospitable manner; including all communications and interactions with guests and staff through engaging, relevant and compelling programming that intentionally builds faith in God, invites Christian discipleship, and equips leaders.

**Responsibilities:**

1. Design, plan, resource, implement, oversee and evaluate year-round camp, traveling day camp, retreat and event programming for all ages which responds to the needs of churches and the contemporary world.
2. Actively implement a marketing plan, in coordination with a marketing assistant, that includes communication through the website, social media, and print. Intentionally initiate, build and sustain relationships with churches, campers, alumni/ae, and potential guests through events, camp Sundays, Presbytery meetings, local and regional organizations, and other forms of outreach.
3. Hire, train, supervise and evaluate program staff with assistance from the Executive Director, as needed.
4. Manage and staff all adventure facilities and programming: high ropes course, teambuilding course, Giant Swing, Leap of Faith, climbing wall, aerial silks, archery, waterfront, and off-site trips.
5. Manage a nine-month intern program to facilitate leadership and vocational discernment for young adults in an intentional community, which includes experiences in hospitality, program development, facilities, and other aspects of outdoor ministry.
6. Contribute to the vision and direction for the ministry of Johnsonburg, in conversation with the Executive Director, the Board of Trustees, the staff and those who benefit from the programs.
7. Serve as a host on site as needed (at least once a month or as scheduled) and extend premier hospitality to all guests.
8. Supervise and evaluate the nature preschool director and coordinate preschool program facility use.

9. Oversight of human resource requirements for all program staff.
10. Additional responsibilities related to the position as assigned by the Executive Director or as dictated by the needs of Johnsonburg Camp and Retreat Center.

**Qualifications/ Requirements:**

1. A firm and sustaining trust in the gracious love of Jesus Christ
2. A strong leader committed to and experienced in the dynamics of team ministry
3. A self-starter who takes initiative and is open to change and innovation
4. A team- player who works well with others
5. An experienced, creative teacher/trainer prepared to engage leaders, guests and campers
6. A bachelor's degree
7. A minimum of 5 years of year-round camp and retreat management and supervisory experience
8. Strong oral and written communication skills
9. Previous marketing experience
10. Experience with database driven systems such as camper registration software (eg-Campbrain) is highly desirable
11. Thorough knowledge of budget development and implementation
12. Valid Driver's license; Annual criminal and driving violation background checks

**Work Type and Conditions:**

- Full time with flexible schedule required, including evenings and weekends
- Office and outdoor environment
- Periods of intense activity during weekend retreats and summer camp
- Able to lift and carry <50 lb. loads.

The compensation package includes a salary range of \$55-62,000; full participation in the PCUSA medical and pension plans; and three weeks of vacation. A multi-bedroom house with utilities included is provided on site. The successful candidate will continue to develop skills and knowledge through one-two weeks per year of attendance at conferences, conventions or seminars, funded by Johnsonburg and approved in advance by the Executive Director as being beneficial to Johnsonburg's program development.