

Lutherdale

Job Description, Updated December 1, 2021

Position Title: Program Director
Position Classification: Salary + Housing Option
Supervisor: Associate Director

Job Summary

The Program Director is hired by the Executive Director, reports to the Associate Director and is called by the Board of Directors to serve the mission of Lutherdale. He/she oversees the daily program operations at Lutherdale. The Program Director is also responsible for overseeing that Christian theology is consistent with that of the Evangelical Lutheran Church in America (ELCA) and modeled in all programs.

Qualifications and Expectations

- Strong, personal commitment to Christian faith and ability to share faith.
- A college degree required, with preferred majors in Youth Ministry, Education, or Recreation.
- Year-round camp experience preferred at least two seasons of camp experience required.
- Familiar with ELCA theology, congregations, agencies, and structures.
- Ability to work well with others, maturity of judgment, self-motivated to initiate new projects, and follow through on details to carry out programs.
- CPR/First Aid certified or the ability to obtain.
- Lifeguard Certification or the ability to obtain.
- Challenge Course certification or the ability to obtain.
- Have a strong work ethic and ability to work six to seven days per week during the summer season and five to six days per week, including weekends during retreat season.

Responsibilities:

- 1) Summer Programmatic
 - a) Work with year-round staff and the Program Committee to plan and implement summer programs and curriculum.
 - b) Set standards for program quality and implementation.
 - c) Conduct ongoing evaluations to determine guest satisfaction; make changes as needed.
 - d) Be available and "on-call" 24/7 throughout the summer program.
 - e) Recruiting, hiring, supervision, and support of summer staff (direct role).
 - f) Plan and lead staff training in consultation with the Associate Director.
- 2) Retreat Season Programmatic
 - a) Responsible as the main programmed retreat and group rental host and supervise other retreat and rental hosts. Hosting of groups includes all hospitality needs, programming, assisting with meals and cleaning as needed.
 - b) Plan, recruit, and train staff and secure necessary resource people for retreats and rental hosting.
 - c) Responsible for the Challenge Course program at Lutherdale, including hiring, training and supervision of facilitator staff. Scheduling inspections and training for the course. Upkeep and managing course supplies.

- 3) Administrative
 - a) Manage, create and implement all program ministries of camp.
 - b) Participate in the annual budget process and be responsible for implementing Lutherdale's program budget.
 - c) Ensure compliance with American Camp Association (ACA) standards, other required standards, and Lutherdale's Policies and Procedures.
 - d) Engage in both short and long-range visioning, planning, and development.
 - e) Participate in weekly staff meetings

- 3) Supervisory
 - a) Work cooperatively with the Associate Director, Business Administrator, Operations and Facilities Manager, and Foodservice Manager to support all summer camp and retreat season programming.
 - b) Participate in the spiritual renewal of summer staff and year-round staff.

- 4) Facilities
 - a) Ensure all facilities are safe, clean, and in good repair at all times through consultation with the Operations and Facilities Manager.

- 5) Public Relations and Marketing
 - a) Assist with marketing news and social media avenues.
 - b) Make person-to-person contacts to recruit campers and retreaters from ELCA congregations, other denominations, schools, non-profit organizations, and businesses.
 - c) Promote Lutherdale via church visits, public gatherings, speaking and preaching engagements and synodical meetings.

- 6) Self-Care
 - a) Take time to care for one's spiritual, physical, and emotional health; modeling self-care for Lutherdale's Staff and Guests.
 - b) Participate in regular continuing education.
 - c) Be an active member of a local congregation.

While this is a list of responsibilities, these are not the only duties to be performed. This position requires the ability and desire to do "whatever is needed" for the ministry of Lutherdale. Some duties may be reassigned and other duties may be assigned as required. Different seasons require different intensity of effort, so the Program Director must remain flexible.