



Effective Date: TBD

The **Program Director at Camp Capers** oversees all summer and year-round program offerings at the TX Hill Country camp and retreat center of the Episcopal Diocese of West Texas. Leading the summer camp program and staff is a major responsibility of this key leadership position, but other job duties include non-summer program development and implementation, coordinating retreat activities and program staff, and building relationships with diocesan churches and community partners. The Program Director is a part of the leadership team at Camp Capers that works collaboratively to offer Christian hospitality to all guests by creating a place for them to work, play, and grow together as they develop a community of trust, openness, and sharing. This position will work closely with and is accountable to the Director of Camp Capers.

### Job Responsibilities

- Plan, coordinate, lead, and expand programs at Camp Capers.
- Coordinate conference season user group activities including but not limited to water activities, ropes course, hikes, evening programs, etc.
- Help ensure a safe and healthy environment for all campers, guests, and staff.
- Assist in the implementation of staff and leadership development for all programs.
- Help provide spiritual development opportunities and support for staff and campers.
- Recruit, interview, hire, train, supervise, and evaluate seasonal camp staff and conference season program staff.
- Inventory, buy, and maintain camp program supplies and equipment.
- Manage program budget efficiently to meet annual budget requirements.
- Assist in the management and care of the physical facilities and equipment.
- Recruit Deans and Chaplains for Summer Camp Program
- Help administer hiring paperwork and turning in payroll for program staff.
- Ensure the evaluation of staff, programs, and leadership as appropriate.
- Help maintain camp accreditation and certification standards in addition to individual staff certification requirements.
- Help host user groups at Camp Capers during conference season.
- Maintain and nurture contacts with youth and young adult ministries throughout the Diocese and beyond.
- Help recruit summer campers and additional program groups for summer and conference season.
- Manage and work with the Camp Capers Program Committee to offer our diocesan and non-diocesan communities fulfilling and transformational programs.
- Build and manage relationships with volunteers, churches, and partners.

Other duties as needed and assigned.



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### **Skills Required**

- Previous supervisory, managerial, or leadership experience
- Demonstrate servant leadership
- Strong oral and written communication skills
- Enthusiastic and welcoming personality
- Strong willingness and ability to collaborate with others but also work independently
- Demonstrates the ability to take initiative
- Interpersonal skills
- Supportive and strategic thinker
- Self-starter and planner
- Excellent organizational skills and ability to prioritize tasks and goals
- Ability to manage time efficiently for self and staff
- Friendly and professional demeanor
- High school diploma or GED required; Bachelor's degree highly recommended
- A minimum of 5 years of experience in youth development, camp ministry, or other related field
- Flexibility to adjust to changing program needs
- Ability to make sound judgments regarding safety and sanitation for self and staff
- Ability to observe staff interactions with participants and provide guidance and instruction when necessary

### **Work Environment**

- Full-time position
- Excellent benefits
- Possible on-site housing on the Camp Capers property
- Guadalupe River access
- Multiple teams with varied focus and priorities
- Various participants from elementary school to high school campers in addition to a wide variety of groups, conferences, and retreats
- Shared office space with staff
- Extensive walking and standing
- Natural and florescent lighting
- Physical lifting of 30 pounds and carrying 30 feet
- Days, evenings, nights, and weekends are part of the workday
- Workday may often be split with morning duties and evening duties
- Occasional travel with overnight stays



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**Full-Time Exempt Salary and Benefits**

Annual Salary	\$35,000 (paid every two weeks)
Vacation	4 weeks annually
Pension	9% of salary contribution
Sick Leave	10 days annually
Medical, Dental, Vision Insurance	Provided with 10% cost sharing
Life Insurance	\$25,000
DWTX Holidays	10 days*

(New Year's, MLK, Good Friday, Fiesta Friday, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day)

\*Due to the seasonality and scheduling of conferences, camps, events – the actual Holiday time will be given within 4 weeks of the Holiday as per the day request of the employee, not impacting the need of the facility at the time of the scheduled day.