The Episcopal Diocese of West Texas

PROGRAM DIRECTOR

Job Description

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 heathy 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 nondiocesan 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

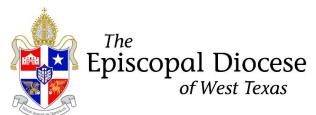
Natural and florescent lighting

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, 4th 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

*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.