

Dogwood Acres Retreat Center and Summer Camp
A Ministry of the Presbytery of Florida

Program Director

Position Description

The Program Director is responsible for the year-round development and implementation of retreats, conferences, camps, and events which utilize the facilities of Dogwood Acres, expressing and enhancing Dogwood Acres' ministry of hospitality, spiritual growth, and stewardship of God's creation.

Qualifications

1. Commitment to embody the love of God revealed in Jesus Christ.
2. Knowledge of, and experience in, outdoor ministry in the Christian tradition.
3. Ability to supervise and support a seasonal staff of approximately 10 people.
4. Excellent oral and written communication skills.
5. Proficiency in the use of Word, Excel, PowerPoint, website software, and social media platforms.
6. Ability to work cooperatively with people of diverse views and perspectives, including church leaders, volunteers, parents, conferees, and campers.
7. Candidates with training and/or experience in Christian Education are preferred.
8. Candidates with post-secondary degree are preferred.

Responsibilities

1. Develop a year-round program of camps, conferences, and events consistent with the ministry of Dogwood Acres.
2. Recruit, train, and supervise staff for Summer Camp.
3. Develop curriculum for Summer Camp, Youth Retreats, and other events.
4. Collaborate with churches and other entities to plan and implement retreats and conferences.
5. Promote the ministry of Dogwood Acres through personal interactions, social media, publications, newsletters, and other forms of communication.
6. Work with the Committee on Dogwood Acres, serving as support staff and attending all meetings.
7. Serve as an *ex officio* member of the Educational Resources Committee of Florida Presbytery.
8. Meet retreat and conference groups on-site as they arrive and stay on campus for the duration of the event. (These duties may be shared as approved by the Director of Dogwood Acres.)
9. Assist in development and administer the budget for program operations.
10. Perform other duties as assigned.

Supervision and Position Type

- The Program Director is accountable to, and supervised by, the Director of Dogwood Acres.
- This is a salaried position.

Compensation

- Base salary of \$50,000.00 per year.
- Reimbursement for use of private vehicle for Dogwood-related business at IRS standard rate.
- Annuity or pension through the Benefits Plan of the Presbyterian Church (USA).
- Health Insurance consistent with the Benefits Plan of the Presbyterian Church (USA).
- Four weeks annual vacation.