

Camping Ministries of the Carolinas, Inc/Camp Fellowship
457 Camp Fellowship Road | Waterloo, SC 29384 | 864-998-3400
www.campfellowship.org

Job Title: Assistant Director of Programs

Reports To: Executive Director

Status: Full Time, Exempt

Revision: February 5, 2022

Scope of Position:

To commit to and help fulfill the mission of Camping Ministries of the Carolinas, Inc. (CMC), representing CMC in a positive and hospitable manner, including all communications and interactions with guests and staff through engaging, relevant, and compelling programming. Also, to engage with program participants and partners in presence-focused interactions, exhibiting passion and purpose that provides for personal and spiritual growth in a Christian camp and retreat environment.

Key Responsibilities:

1. Design, plan, implement, and evaluate year-round and summer programs, retreats and event programming for all ages which responds to the needs of the community, churches, and the contemporary world.
2. Actively implement CMC's marketing plan, in coordination with other staff, that includes communication through the website, social media, and print. Initiate, build, and sustain relationships with strategic partners, churches, program participants, campers, alumni/ae, and potential guests with the supervision of the Executive Director.
3. Recruit, hire, train, supervise and evaluate program staff supervision of the Executive Director. (Including management of Human Resource requirements)
4. Manage and staff all specialty facilities and programming: teambuilding course, climbing wall, archery, waterfront – swimming area/boating, and off-site trips.
5. Design, plan, implement, and evaluate year-round staff development (continuing education, certifications, and professional and spiritual development) for seasonal and permanent staff.
6. Contribute to the overall vision and direction for the ministry of CMC, in conversation with the Executive Director, the Board of Trustees, other staff and constituents, while working directly with the Program Committee in shaping present and future programming.
7. Serve as a host on site as needed (at least weekend per month or as scheduled), extending premier hospitality to all campers, guests, and program participants.
8. Coordinate certification and standards assessments of facility and staff for licensing and operational accreditation. (May include DHEC, DSS, ACA, and other licensing/accreditation)
9. Additional responsibilities related to the position as assigned by the Executive Director and as indicated by the needs of Camping Ministries of the Carolinas, Inc.

Qualifications/ Requirements:

1. A firm and sustaining trust in the gracious love of Jesus Christ.
2. Demonstrated leadership success with personal commitment to and experience in team ministry.
3. A self-directed, self-motivated individual with ability to adapt to changing conditions with innovation.
4. An experienced, creative teacher/trainer prepared to engage leaders, guests and campers.
5. A bachelor's degree from an accredited college or university.
6. Two years of camp and retreat program management and supervisory experience or equivalent skillsets.
7. Strong oral and written communication skills.
8. Experience developing and implementing marketing strategies to promote new and existing programs.
9. Proficiency with Microsoft Office Suite (Word, Power Point, Excel, etc.), Adobe Creative Cloud and other comparable software including web-based applications.
10. Experience with database driven systems, camper registration software, donor management preferred.
11. Experience developing and implementing budgets for new and existing programs.
12. Valid Driver's license; Annual criminal records and driving violation background checks.
13. CPR/First Aid Certification, Lifeguard or Waterfront Safety Instructor (WSI) Certification preferred.

Work Type and Conditions:

- Full time; some evenings and weekends commonly required, with flex time consideration.
- Office and outdoor environment with varying weather conditions (heat, humidity, and sun exposure).
- Periods of intense activity during weekend retreats and summer camp sessions.
- Able to lift and carry <50 lbs. loads.

Total compensation package of \$48,000 - \$55,000, commensurate with experience; including salary, medical insurance, retirement savings options; and two weeks of vacation. The successful candidate will continue to develop skills and knowledge through at least two weeks per year of attendance at conferences, conventions, or seminars, with registration, travel and per diem funded by CMC as approved in advance by the Executive Director and being beneficial to CMC's program development.

TO APPLY:

Send cover letter and resume by email to employment@campfellowship.org or by mail to:

Camping Ministries of the Carolinas
Attn: HR/AD
457 Camp Fellowship Road
Waterloo, SC 29384