



Fall 2022

Dear Applicant,

Thank you for your interest in the position of HopeWood Outdoors Associate Director. This is an exciting and challenging position within HopeWood Outdoors/Lutheran Outdoor Ministries in Ohio. I am glad you are interested!

Enclosed is a ministry profile, job description and application. Within one week please complete the application and send via email to info@lomocamps.org or mail to the HopeWood Outdoors Central Office, 863 Eastwind Drive, Westerville, OH 43081.

This is a full-time year-round exempt position. The time demands vary season to season and week to week. Your primary office will be at HopeWood Pines/LMC; you will also have a secondary desk at the Westerville office.

The base salary for this position starts at \$52,000 annually; additional financial compensation may be considered for an outstanding employee who has comparable professional experience. Other benefits include medical, dental, disability and life insurance; participation in a retirement plan; paid vacation and sick time; paid continuing education; workers compensation insurance and the employer's share of social security taxes.

Please direct all position inquiries to Terry at info@hopewoodoutdoors.org or 614-890-2267.

Thank you for your interest. I look forward to hearing from you soon.

Sincerely, In Christ,

Penny Christensen
Executive Director

hopewoodoutdoors.org

HopeWood Outdoors

863 Eastwind Drive
Westerville, OH 43081

(614) 890-2267

info@hopewoodoutdoors.org

HopeWood Pines

2790 State Route 61
Marengo, OH 43334

(419) 864-8030

pinest@hopewoodoutdoors.org

HopeWood Shores

3901 Lake Road
Conneaut, OH 44030

(440) 224-2196

shores@hopewoodoutdoors.org

HopeWood Connect

2790 State Route 61
Marengo, OH 43334

(419) 864-8030

guestrelationsmanager@hopewoodoutdoors.org

HopeWood Outdoors Ministry Profile

HopeWood Outdoors:

Our *mission* is to bring people together to experience Christ through natural settings and programs. Our *vision* is to connect all people to faith and nature for a changing world. *Core values* include faith, nature, relationships, leadership and stewardship.

Our *welcome statement* is striving for unity in Christ, your whole person is recognized, welcomed, and affirmed by HopeWood Outdoors. People of all abilities, friends within the LGBTQIA+ and BIPOC communities, and neighbors of varying faith expressions represent the wideness of God's creation. You are invited to fully experience nature and engage in programming that allows you to find comfort and confidence in the ways that you have been wonderfully made by our Creator. Your joy and pain, your highs and lows, your life and your life story are welcome here.

HopeWood Outdoors is governed by a Board of Directors who determines the vision, mission, direction, ministry, goals and purpose. We are the outdoor ministry on behalf of the three ELCA Synods in Ohio.

We reach out to a broad constituency through diverse and varied programs. HopeWood Outdoors consists of HopeWood Pines/ Lutheran Memorial Camp, HopeWood Shores/Camp Luther, and HopeWood Connect/LOMO Outreach. Our ministry focus includes summer camps for youth and families; year-round retreats for people of all ages; and environmental education for students.

In 2022 the Board of Directors made the decision for LOMO (Lutheran Outdoor Ministries in Ohio) to do business as HopeWood Outdoors. We will continue to use both names legally; our traditional programs of summer camps and sponsored retreats will be cobranded with LMC at HopeWood Pines and Camp Luther at HopeWood Shores.

HopeWood Pines/Lutheran Memorial Camp (LMC):

Is located in the center of the state, 30 minutes north of Columbus. Its 420 acres of land encompasses woodlands, Alum Creek, ponds and numerous nature trails.

Winterized facilities include 2 lodges, 14 winterized cabins, a beautiful log dining hall named Cedar Lodge, a craft building, health center and several meeting spaces to accommodate groups of 5 to 160. Program features include a pool, challenge course, high ropes course and zip line, outdoor worship area and an ecologically diverse natural setting.

The camp serves approximately 4800 people annually through environmental education, retreats, festivals, day camps in congregations, and summer camp programs.

HopeWood Shores/Camp Luther

Is located near Conneaut, Ohio, which is in the northeastern corner of the state. It is a very popular family camping ministry during the summer. Retreats for people of all ages are held during the spring and the fall. The camp is closed during the winter months. The camp serves approximately 1200 people annually through family camps and retreats.

The camp is located on 60 spectacular acres on the shore of Lake Erie. A stunning view with sensational sunsets and soaring eagles can be seen from the top of the bluff.

It consists of approximately thirty guest cabins, eight RV/tent sites, several staff cabins, a centralized dining hall/lodge, a chapel, a craft building, a nursery, centralized showers, a sauna and swimming pool. It is staffed by a

HopeWood Program Director who serves at both Pines and Shores, a year-round part-time property and facilities manager, a contingent food service manager, and approximately 15 additional employees during the summer who are also recruited to help with retreats during the fall and spring.

HopeWood Connect/LOMO Outreach

This program combines the best of outdoor ministries and congregational ministries to bring camp to congregations and communities. It is HopeWood Outdoors ministry on the road for year round retreats and summer day camps.



Associate Director Job Description

Position Overview:

The HopeWood Outdoors Associate Director works in partnership with others to implement the vision, mission, ministry, goals, programs and purpose of HopeWood Outdoors; provides exceptional leadership for program implementation, guest relations, communications, and day to day camp operations.

Required Qualifications for the Position:

1. Theology – A commitment to the Christian faith and a willingness to live out your faith in word and action. A willingness to teach campers and instruct and mentor staff in ways that are consistent with the teachings of the Evangelical Lutheran Church in America.
2. Education – A Bachelor’s degree from an accredited college or university.
3. Experience – Previous professional work experience in outdoor ministries, congregation ministries, or environmental education.
4. Philosophy – A commitment to the mission and ministry of Lutheran outdoor ministries as a unique setting for faith formation, renewal and creation stewardship.
5. Knowledge and Skills – Well developed skills in creatively developing, promoting, implementing and evaluating programs. General knowledge and skills in human resource management, Lutheran theology, public relations, marketing, hospitality, organization, time management and administration.
6. Other position requirements upon hire:
 - To be or become an active member of an ELCA congregation in Ohio or a denomination that is a full communion partner with the ELCA.
 - To have a current driver’s license and safety record that fulfills HopeWood Outdoors’s insurance company’s requirements
 - To be a team player as a leader in HopeWood Outdoors administrative and program leadership
 - To annually participate in Lutheran Outdoor Ministry continuing education

Reports To: Executive Director

Responsibilities of the Position:

1. Provide leadership and work cooperatively to implement HopeWood Outdoors mission, vision, purpose, welcome statement, direction and goals.
 - a. Provide for a hospitable ministry that makes all people feel welcomed, appreciated and well cared for during every encounter with HopeWood Outdoors.
 - b. Work in accordance with the HopeWood Outdoors constitution, bylaws, policies and procedures.
 - c. Assist with implementing HopeWood Outdoors strategic plans and goals.
 - d. Work with the HopeWood Outdoors Board, committees and task forces as assigned; assist with the identification of future board members.
 - e. Communicate with the Executive Director on a regular basis regarding how things are going and about anything significant or out of the ordinary.
 - f. Accept special assignments that relate to the welfare of HopeWood Outdoors.
 - g. Professionally represent HopeWood Outdoors at all times.
 - h. Participate in HopeWood Outdoors staff meetings and development activities.

2. Implement programs to meet the needs of Ohio ELCA synods, congregations, schools and neighbors.
 - a. Develop, implement and evaluate programs based on needs of the constituency.
 - b. Provide programming that is Christ centered and consistent with Lutheran confessions and teachings of the ELCA.
 - c. Provided environmental education programs that are valuable to schools.
 - d. Engage in market research prior to implementing new programs.
 - e. Work in cooperation with the HopeWood Outdoors program leadership team and administrative assistant to develop and maintain written program descriptions and welcome letters for all programs.
 - f. Provide hands on programming and hospitality with camp participants.
 - g. Oversee successful program delivery for HopeWood Outdoors including HopeWood Pines summer camp, retreats and environmental education; HopeWood Shores summer camp and retreats; HopeWood Connect Day Camps, Amazing Grace Day Camps and retreats. Hands on program leadership of HopeWood Pines summer camp programs and sponsored retreats. Supervisory leadership of HopeWood Pines hosted retreats and environmental education; HopeWood Connect and Amazing Grace Day Camps; HopeWood Shores summer camp programs and retreats.
 - h. Serve as the liaison to the SOS Amazing Grace Day Camp Task Force.
 - i. Creatively provide new opportunities to fulfill HopeWood Outdoors vision to connect all people to faith and nature for a changing world.
 - j. Dream big to widen HopeWood Outdoors circle of inclusivity to reach marginalized communities to live out our welcome statement.
3. Human Resource Management
 - a. Successfully lead employees to effectively carry out their job descriptions to implement HopeWood Outdoors vision and mission.
 - b. Recruit, screen, train, schedule, support, supervise and evaluate employees in accordance with HopeWood Outdoors personnel policies and procedures.
 - c. Seek out staff members who will be comfortable working in a Christian ministry and program staff members whose theology is consistent with teachings of the ELCA.
 - d. Lead the HopeWood Outdoors program leadership team to recruit all program staff including recruitment strategies, applications, interview formats, selection process and new hire information.
 - e. Lead the HopeWood Outdoors program leadership team to train all program staff consistently including pre-training materials and implementing required components for staff training.
 - f. Cooperate in developing and implementing HopeWood Outdoors job descriptions.
 - g. Recruit screen, train, schedule, supervise, evaluate and support volunteers in accordance with HopeWood Outdoors procedures.
 - h. Review employee timesheets and submit payroll to the HopeWood Outdoors central office.
 - i. Obtain and forward information to the HopeWood Outdoors central office for employee's personnel files and volunteer files.
4. Public Relations, Marketing and Financial Development
 - a. Develop positive relationships with guests and visit with them while they participate in HopeWood Outdoors programs to hear what their needs are and to communicate upcoming HopeWood Outdoors programs with them.
 - b. Promote HopeWood Outdoors in ELCA settings including congregations, clusters, conferences and synods; coordinate church visits.

- c. Reach out to pastors and youth and family ministers; communicate with the three Ohio ELCA synods youth and family networks and when possible provide HopeWood program staff liaison's.
- d. Work strategically to promote HopeWood Outdoors to the public in the communities surrounding the outdoor ministry sites.
- e. Provide written promotional material for HopeWood Outdoors publications and communications.
- f. Supervise, coordinate and foster the "virtual" camp community created by common shared program experiences through the creative use of social media and other communication devices; oversee the distribution of e-newsletters, upcoming events and printed newsletters.
- g. Work cooperatively with other key staff to effectively recruit camp participants.
- h. Work in cooperation with the Executive Director to identify, cultivate, thank and recognize donors for annual and capital campaigns.
- i. Sponsor fund raising and public relations events to communicate, interpret and promote HopeWood Outdoors.

5. Administration

- a. Successfully prioritize and manage your time to effectively carry out your job description for the mission and ministry of HopeWood Outdoors.
- b. Successfully manage the day to day operations of HopeWood Pines.
- c. Oversee the guest relations manager to register all camp participants and volunteers effectively and efficiently.
- d. Work in cooperation with the HopeWood Outdoors Program Leadership Team to refine information to be communicated with registered guests.
- e. Develop surveys for guest services and supervise their implementation.
- f. Supervise the registration procedures for HopeWood Outdoors, manage cash funds, and utilize systems for invoice and billing procedures. Monitor camper statistics in order to regularly provide data for necessary reports.
- g. Manage the EcoEternity Forests.
- h. Work in cooperation with the Executive Director to develop, monitor and adjust the annual budget.
- i. Oversee all HopeWood Pines' purchases and bill payment.
- j. Develop cost saving measures and exercise good financial stewardship.
- k. Manage the camp store in a fiscally responsible manner.
- l. Complete reports in a timely manner.

6. Maintain Property, Facilities and Guest Services at HopeWood Pines

- a. Provide a comfortable, clean, well maintained and safe environment for guests including the maintenance of buildings, utility systems, land and equipment.
- b. Oversee food service to ensure quality, variety, cleanliness and hospitality.
- c. Implement, review and make improvements based on feedback from standard HopeWood Outdoors guest evaluations and feedback.
- d. Ensure the outdoor ministry's compliance with local, county, ODNR, state, federal, insurance and American Camp Association guidelines.
- e. Annually evaluate and prioritize the short term, mid term and long term maintenance and capital improvement needs.

- f. Practice the HopeWood Outdoors environmental standards and annually complete an environmental audit as outlined in the HopeWood Outdoors Environmental Ethics Policy.

7. Hospitality

- a. Train staff in a variety of ways in which hospitality can be carried out.
- b. Prior to guest arrival, ensure quality control is implemented so that property and facilities are well maintained, safe, clean and fully stocked.
- c. Interact with guests in a friendly and accommodating manner; cultivate healthy relationships with camp participants.
- d. Interact with staff in a friendly and accommodating manner.

Essential Abilities:

1. Cognitive ability to prioritize and implement multiple responsibilities.
2. Visual and auditory abilities to communicate with people in person, over the phone and electronically; to identify and respond to safety and environmental hazards and inform guests and staff.
3. Physical abilities to effectively and safely drive, operate computers and other equipment.
4. Physical, mental and emotional endurance to work long hours.

Classification:

Salaried Exempt Full Time Year Round

(Revised 9/22)



HopeWood Outdoors
 863 Eastwind Drive
 Westerville, OH 43081
 614-890-2267
 info@hopewoodoutdoors.org

Today's Date _____

Personal Information

| | | |
|------------|--------|----------------|
| Last Name | First | Middle Initial |
| Address | E-mail | Home phone |
| City | State | Zip |
| Cell phone | | |

Position desired

Are you a US Citizen? Yes No
 If no, do you have the legal right to retain employment in the US? Yes No

Have you ever been convicted of a crime? Yes No
 If yes, please attach an explanation on a separate sheet of paper including nature of offense, when, where and disposition? *(A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.)*

Additional Information

Complete this section only if the position you are applying for specifies membership in an ELCA congregation (or a denomination the ELCA is in full communion with) as a occupational qualification

| | |
|--|------------------------------------|
| Congregation and Denomination Membership | City and State of the Congregation |
|--|------------------------------------|

Camp or Retreat Center - Please include the camp name and location, the year, and how you were involved whether staff, volunteer, camper or retreator (i.e. LMC, Marengo, OH, 2010-2013, volunteer and camper).

Education

| School Name and Location | Course or Major | No. of years Completed | Degree(s) |
|---|-----------------|------------------------|-----------|
| High School | | | |
| College or University | | | |
| Graduate Study | | | |
| Business/Trade/Technical/or Other Schools | | | |
| Other/Continuing Education | | | |
| Current Licenses/Certificates | | | |

Professional References

List 3 people - preferably past supervisors or people with whom you have a professional relationship.

| | | |
|------------------|------------------|------------------|
| Name | Name | Name |
| Relationship | Relationship | Relationship |
| Occupation | Occupation | Occupation |
| Phone Number | Phone Number | Phone Number |
| E-mail Address | E-mail Address | E-mail Address |
| Business Address | Business Address | Business Address |

Employment History - Begin with current or most recent employer

| | | |
|--|--------------------------|--|
| Employer Name | Dates Employed From - To | Salary <small>(indicate hourly/weekly/monthly/annually)</small> |
| Position Title and Description of Responsibilities | | |
| Employer Address | City | State Zip |
| Employer phone | Employer E-mail | |
| Supervisor Name and Title | Reason for Leaving | |

May we contact your **present** employer prior to any employment? Yes No

Employment History - Begin with current or most recent employer

| | | |
|--|--------------------------|---|
| Employer Name | Dates Employed From - To | Salary (indicate hourly/weekly/monthly/annually) |
| Position Title and Description of Responsibilities | | |
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| Employer phone | Employer E-mail | |
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| | | |
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| Employer Name | Dates Employed From - To | Salary (indicate hourly/weekly/monthly/annually) |
| Position Title and Description of Responsibilities | | |
| Employer Address | City | State Zip |
| Employer phone | Employer E-mail | |
| Supervisor Name and Title | Reason for Leaving | |

Qualifications

Please succinctly share with us your qualifications and why you feel these qualifications will enable you to be successful in this position. Please attach your resume.

Please Share Your Answers to the Following Questions:

1. What interests you in this position?

2. Please share your faith story/theological beliefs including factors that have influenced your spiritual journey:

3. Briefly state your vision for Lutheran Outdoor Ministries:

4. Please share an example of how you have successfully developed an idea from its inception to its implementation or completion - include all the steps along the way:

5. Please share your experience with:

- Human Resource Management

- Administration

- Budgeting

- Marketing/Public Relations/Communications

- Computer Data Base Management

- Programming

***HopeWood Outdoors mission is
to bring people together to experience Christ
through natural settings and programs.***

Please Read Carefully Before Signing

1. To the best of my knowledge, all information provided in this application for employment form is complete and accurate.
2. Misrepresentation of facts in this application will disqualify me from further consideration.
3. HopeWood Outdoors has my permission to investigate all information stated in this application.
4. I understand that any offer, verbal or written, of employment by an authorized agent of HopeWood Outdoors is effective only after the receipt of satisfactory references, satisfactory pre-employment testing, and an acceptable arrest or conviction record.
5. Applicants employed by HopeWood Outdoors will be expected to understand, respect, and support the mission of HopeWood Outdoors.
6. I fully agree to the statements and conditions listed in 1 through 5 above.

Signature _____

Date _____

Please return this application to HopeWood Outdoors via mail or e-mail

Address: HopeWood Outdoors, 863 Eastwind Drive, Westerville, OH 43081

E-mail: info@hopewoodoutdoors.org

If you have questions, please contact HopeWood Outdoors at 614-890-2267.