



Calvin Center, Inc.

PROGRAM DIRECTOR

PURPOSE: The purpose of this position is to carry out the mission of Calvin Center in partnership with the Board of Directors and under the supervision of the Executive Director by designing, implementing, and evaluating all Calvin Center sponsored programs.

QUALIFICATIONS

1. A follower of Jesus Christ, actively engaged in a local church, and wholeheartedly committed to sharing and living the Gospel in accordance to a Reformed theological understanding.
2. Bachelor's degree and three to five years of relevant camp and conference programmatic experience.
3. Demonstrate skills in program development, conference planning, management of people, inventory control and budgeting.
4. Strong public speaking skills to people of all ages and the capacity to effectively communicate the Calvin Center's program opportunities to both groups and individuals is essential.
5. Qualities needed: dependability; adaptability; honesty; congeniality; and resilience.

RESPONSIBILITIES

1. Year-Round Program
 - a. Plan, implement, and evaluate existing and new year-round programs for youth and adults within the established budget and time periods.
 - b. Serve as a resource to develop themes as well as cultivate relationships with guest speakers, musicians, and friends of the Center to facilitate retreats. (Middle School retreat, Confirmation retreat, etc.)
 - c. In concert with the Executive Director, cultivate relationships with members of the Presbytery of Greater Atlanta, and churches of other denominations; create effective programs accordingly with special attention to both clergy and lay people.
 - d. Recruit, train, supervise and evaluate all program staff including conference and retreat leadership, weekend hosts, and seasonal program staff.
 - e. Serve in the development of the overall marketing plan for Calvin Center including social media management.

2. Summer Camping Program

- a. Be responsible for the overall Summer Camping Program.
- b. Recruit, train, supervise and evaluate Summer Camp Staff.
- c. Research, evaluate, select, or develop Summer Camp curriculum.

3. Administrative Responsibilities

- a. Serve as ex-officio member of the board of directors.
- b. Assist the ED in developing the program portion of the Calvin Center operating budget.
- c. Engage in annual continuing educational opportunities.
- d. Participate in staff meetings taking the initiative to suggest ideas, solutions, etc., to the Executive Director and be willing to undertake additional duties as assigned.
- e. Work together with all Calvin Center staff for the welfare of all Calvin Center guests.

4. Future Considerations

- a. To assist Calvin in developing a challenge course (Team Challenge, High Ropes) and be open to taking necessary steps to be certified as an ACCT Level #1 high-ropes facilitator.
- b. To be familiar with ACA Protocols and work alongside fellow staff in regaining ACA accreditation.

ACCOUNTABILITY

The person in this position is a member of the Supervisory Staff and shall be accountable to the Executive Director and the Calvin Center Board of Directors.

TERMS:

The Program Director is a salaried, exempt position with full benefits and on-site housing. This position is subject to termination in accordance with the Personnel Policies of Calvin Center. This is an ordainable position. The person in this position shall be employed for an indefinite term (subject to review at both six and twelve months in the first year of employment). There shall be an annual review and evaluation in years following, and at least every five years, a comprehensive review and evaluation.

Please send resumes to John Westlund, Executive Director, john@calvincenter.org by Tuesday, November 20, 2023.