



## **SITE & PROGRAM DIRECTOR JOB DESCRIPTION**

**OUR MISSION:** Red Willow Ministries is a community for all people to hear God's call to live in relationship with God and one another.

### **POSITION OVERVIEW**

Red Willow Ministries is moving toward a formal partnership with Park River Bible Camp. The Site & Program Director is a new position that will work to further the mission of Red Willow Ministries by providing outstanding ministry experiences as the lead staff person of the Red Willow site through exceptional leadership, innovative year-round program development, leading a quality summer camp experience, and fostering of community through relational ministry as the face of Red Willow.

This position will report to the Executive Director who oversees both sites, and will often work closely with the Red Willow Board of Directors and committees.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

#### **Management**

1. Reporting to the Executive Director shared with Park River, the Site & Program Director serves as the lead staff person for Red Willow Ministries, providing management for 4-5 year-round local staff.
2. Recruit and lead the summer seasonal staff of 15-20.
3. Work with the Maintenance Manager to ensure camp facilities are well maintained, and ready for guests.
4. Demonstrate financial accountability and leadership for local operations.

#### **Program Leadership**

1. Foster and Model Christian leadership and faith formation in all areas of programming at Red Willow site including summer programs, programmed retreats, and hosted retreats.
2. Work to develop leaders for service in the church and world.
3. Seek out and listen to congregation leaders to identify program needs.
4. Create, develop, market, implement, and evaluate innovative summer ministry experiences including residential camping programs, adventure programs, day camp ministries, mission trips, and intergenerational programs that meet identified needs.

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# RED WILLOW MINISTRIES

5. Oversee the daily operations of the summer programming including daily camp activities, weekly and daily schedules, camper and summer staff supervision and assignments, with a focus on health & safety policies and procedures as prescribed by the American Camp Association.
6. Coordinate housing, food service, and facility needs with all staff
7. Ensure all staff certifications are maintained and records kept.
8. Create, develop, market, implement, and evaluate a **minimum** of four (4) programmed retreat experiences per year.

## Hospitality

1. Provide exceptional hospitality for all guests at Red Willow including both programmed ministries and hosted ministries.
2. Manage the creation of all reservations, contracts, invoicing, and payments for hosted ministry guests.
3. Build a system for digital public reservations and hospitality (VRBO/AirBnB/etc).
4. Assist Housekeeping & Food Service Manager with food service as needed.
5. Assist Housekeeping & Food Service Manager with schedule planning for all facility usage; assist with preparation and cleaning before and after user groups as needed.
6. Provide leadership in seeking innovative ways to boost the guest experience.

## Outreach

1. Assist in the planning and promotion of program and fundraising events.
2. Serve as the lead external face of Red Willow, partnering with congregations, pastors, and youth workers to encourage participation in Red Willow programs and the use of facilities.
3. When possible, attend youth director and/or rostered leader gatherings across the synod to strengthen the connections with congregations of the South Dakota ELCA Synod and neighboring congregations/communities.
4. Visit a minimum of ten to fifteen (12-15) congregations per year in effort to recruit program participants, strengthen ministry partnerships, and build relationships with congregational leaders.

## Administration

1. Facilitate a Weekly Staff meeting with Year-round staff
2. Keep the master camp usage calendar up to date.
3. Enforce and practice all policy and procedures adopted by Red Willow.
4. Maintain ACA standards for Red Willow.
5. Ensure proper use of registration, development, and financial management software and recording procedures.
6. Oversee Camp store ordering, inventory and procedures.

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7. Work in partnership with all Red Willow staff to use common and approved practices, policies, and procedures.
8. Attend various conferences, retreats, and other Lutheran Outdoor Ministry opportunities for the purpose of training and growth.

## Location

Red Willow Ministries is located near Binford, ND. This position has the option of living on-site in camp provided housing or can be remote within the Eastern North Dakota Synod in a location that has easy access to presence with our partners and to our site, such as Grand Forks, or Fargo.

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