



Location – 922 W Mt Gallant Rd York, SC 29745

Title: Program Director

EMPLOYMENT STATUS: Full Time

ENVIRONMENT: Requires evening and weekend work.

PURPOSE:

The purpose is to ensure the mission and ministry of the Bethelwoods Camp and Conference Center for both the summer camp and year-round programs providing an outstanding guest group experience and to promote the development of church and community relationships and involvement.

ACCOUNTABILITY: This position reports to the Bethelwoods Camp and Conference Center Executive Director.

RESPONSIBILITIES:

- Develop and manage programs (i.e., Resident Camp, Day Camp, Camp in a Van, Kids Night Out, Third Tuesday Together and other Adult Programming, Spring Break Day Camp, Christmas Retreat, etc.)
- Recruit summer staff and campers
- Lead the Residential and Day Camp Staff
- Administer and support camper registrations utilizing online software
- Financial Development & Fiscal Management of Programs
- Visit churches, schools and businesses within the community to promote camp and retreat programming
- Develop summer camp, group retreats, and year-round programming
- Managing Bethelwoods social media outlets (including Facebook and Instagram)

QUALIFICATIONS:

- Proven work experience as a Camp Program Coordinator or similar leadership role
- Experience in planning and organizing events
- Strong leadership and management skills
- Excellent communication and interpersonal skills
- Knowledge of relevant safety regulations and procedures
- Ability to work well under pressure and resolve conflicts

PERFORMANCE EVALUATION: Annual review and evaluation shall be performed by the Bethelwoods Camp and Conference Center Executive Director.

Terms: This position shall be employed for an indefinite term. South Carolina is a "Right to Work State." There are no contracts for either the employee or Bethelwoods. Subject to termination is in accordance with the Personnel Policies of Providence Presbytery.