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## Program Director: Serve Boldly

*Year-Round*

*Updated September 2025*

### Summary

The Serve Boldly Program Director leads the design and delivery of all Serve Boldly programs, ensuring a consistent and high-quality experience across all locations. This educator-focused role involves creating curriculum, training staff, developing faith formation experiences for youth in grades 6-12, and ensuring that programming reflects Lutheran theology while being accessible to ecumenical partners. The Program Director is the primary implementer of Serve Boldly's vision in day-to-day programming. This is a growing and evolving ministry, and the Program Director must bring flexibility, adaptability, and a willingness to navigate ongoing changes in structure, process, and expectations.

### Essential Duties & Responsibilities

1. Program Design, Education, & Delivery
  - a. Lead creation of and develop progressive, age-appropriate curriculum and education resources for grades completed 6-12, with future expansion to collegiate & intergenerational participants.
  - b. Develop experiences that meet participants at different stages of faith development.
  - c. Implement program plans and ensure consistency in tone, culture, and quality across sites.
  - d. Incorporate the model of accompaniment into all programming.
  - e. Continuously evaluate program quality and incorporate feedback.
2. Staff Training & Supervision
  - a. Lead recruitment, hiring, and training of Serve Boldly program staff.
  - b. Provide direct supervision, coaching, and evaluation during the program season.
  - c. Foster personal faith formation among staff.
3. Logistics & Support (in collaboration with Director)
  - a. Communicate and coordinate travel logistics for summer staff and vehicles.
  - b. Support program supply needs and on-site setup.
4. Partnerships & Representation
  - a. Represent Serve Boldly at synod events, campus ministry events, youth ministry gatherings, and partner meetings.
  - b. Build and maintain relationships with church partners and community organizations.
  - c. Ensure a Lutheran-centered program and cultivate ecumenical collaboration.

### Qualifications & Requirements

- Experience in congregational and/or youth ministry.
- Understanding of Lutheran theology while remaining accessible and welcoming to ecumenical partners.
- Experience hiring, training, and supervising staff.
- Proven ability to write and develop curriculum.

- Skilled in or willing and able to learn Google Workspace and other software tools.
- Ability to travel for site visits and partner meetings.
- Strong organizational and communication skills.
- Passion for faith formation and service-learning ministry.
- Ability to manage multiple tasks simultaneously and maintain accessibility during program sessions, including being available by phone. While we value healthy boundaries, this role includes an on-call component inherent to program leadership.
- Location - Remote, with proximity to a GLLM location, or a Serve Boldly partner community.

**Working Relationships (Internal/External)**

- Director of Serve Boldly – Collaborates on curriculum development and overall program alignment
- Associate Director – Visioning and strategic choice guidance
- Program Team – Collaborative teamwork and holistic planning and implementation around recruiting, hiring, staffing, and the Ministry Associate program.
- Director of Marketing & Communication – Program support & execution of plans to collect content
- External: Congregational leaders, host site staff, community partners, synod staff, program participants.

**Hours:** Full-time

**Supervises:** Seasonal Staff (Leaders & Guides)

**Compensation:** \$50,000-\$55,000 / Full individual healthcare and 25% family / Dental insurance / 6% retirement contribution / generous PTO, holiday, and sick leave

**Supervisor:** Director of Serve Boldly

**Classification:** Exempt