



Associate Program Director for Education and Formation Job Description

Position Overview:

The Associate Program Director for Education and Formation is directly responsible for programming and hosting HopeWood Connect, retreats, and environmental education. The Associate Program Director will work primarily at HopeWood Pines in the fall, winter and spring (f/w/s) and split time between HopeWood Pines and Day Camps during the summer. In cooperation with the Program Director, the Associate Program Director is responsible for all guests at HopeWood Pines.

Qualifications:

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 work experience in outdoor ministry, youth & family ministry or recreation.
4. Philosophy – A commitment to the mission and ministry of outdoor ministries as a unique setting for Christian education, faith development, renewal, and creation stewardship.
5. Required knowledge and skills – Well developed skills in developing, promoting, implementing and evaluating programs to meet the needs of current and future campers.
6. Desired but not required skills – Certification in first aid/CPR, lifeguard, archery and high ropes; ability to lead singing or play guitar.
 - Training in these areas will be offered and some expertise will be expected over time.
7. Other position requirements upon hire:
 - Primary residence to live within 20 minutes of HopeWood Pines.
 - Be prepared to work many weekends and often long hours
 - To have a current driver's license and safety record that fulfills HopeWood Outdoors's insurance company's requirements
 - 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.
 - A desire to learn from others with significant years of outdoor ministry experience

Reports To: HopeWood Outdoors Program Director

Responsibilities:

1. Program – Work the HopeWood Outdoors Program Team to develop, publicize and evaluate programs; develop programs that are Christ-centered and consistent with the Lutheran confessions and teachings of the ELCA and meet the needs of our constituency. Support Program Director in developing new programs based on market research and needs of HopeWood Outdoors's constituency. Provide hands on programming and hospitality with guests.
 - a. Summer program planning, leadership, implementation and evaluation for HopeWood Connect.
 - Program development and implementation that reflects HopeWood Outdoors's mission, summer goals and curriculum.
 - Relate effectively to campers, volunteers, congregations, and staff.

- b. Retreats
 - Work with the HopeWood Outdoors Program Team to develop, implement and evaluate sponsored retreats, servant opportunities, and special events for HopeWood Pines (e.g., Work Weekends, Confirmation, Festivals).
 - Host retreats in ways that reflect HopeWood Outdoors's mission and retreat goals through implementing HopeWood Outdoors retreat procedures.
 - c. HopeWood Connect
 - Partner with congregations to develop and implement retreats at their locations, including summer day camps and off-site retreats (like Camp-Ins) year round.
 - Serve as a liaison to assigned Ohio ELCA Synodical youth and family ministries.
 - d. Environmental Education and Creation Stewardship
 - Program planning, recruitment, coordination, leadership, implementation and evaluation for HopeWood Outdoors Environmental Education.
 - Develop and implement STEM curriculum consistent with educational standards for the State of Ohio.
 - Serve as the lead naturalist, being knowledgeable of the natural resources and providing leadership for the environmental practices (i.e., recycling, composting).
 - Interpret safe conduct within, and respect for, the natural environment.
 - Partner with HopeWood Outdoors Property and Facilities Manager to maintain the health and welfare of captive wildlife used in programming.
2. Hospitality
 - a. Provide for a hospitable ministry that makes all people feel welcomed, appreciated and well cared for during every encounter with HopeWood Outdoors.
 - b. Train seasonal staff in a variety of ways in which hospitality can be carried out.
 - c. Prior to guest arrival, provide quality control to make sure facilities are well maintained, clean and fully stocked.
 - d. Interact with guests in a friendly and accommodating manner; cultivate healthy relationships with camp participants.
 - e. Interact with staff in a friendly and accommodating manner.
 3. Maintain Property, Facilities and Guest Services
 - a. Work with Program Director to ensure camp's compliance with local, state, federal, insurance and ACA guidelines.
 - b. Support Guest Relations Coordinator in the management of the camp store.
 - c. Assist as needed with implementation of HopeWood Outdoors Strategic Plan.
 - d. Assist with the EcoEternity Forests.
 - e. Provide a safe environment for guests and staff; report unsafe or deteriorating conditions of trails, buildings, recreation or program areas; if necessary redirect groups until the situation has improved.
 4. Human Resource Management in accordance with HopeWood Outdoors personnel policies and procedures

- a. Successfully manage employees to effectively carry out their job descriptions to implement HopeWood Outdoors's vision and mission.
- b. In coordination with the HopeWood Outdoors Program Director - Recruit, screen, hire, train, schedule, support, supervise and evaluate employees at HopeWood Pines in accordance with HopeWood Outdoors personnel policies and procedures.
- c. Hire 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. Provide support for the faith formation and personal development of program staff.
- e. Recruit, screen, train, schedule, supervise and evaluate program volunteers (i.e. chaplains).
- f. Obtain and forward information to the HopeWood Outdoors central office for employee's personnel and volunteer's files.
- g. Intervene as necessary in any situation that may threaten a camper, volunteer or staff member's well-being.

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. Work in accordance with HopeWood Outdoors constitution, bylaws, policies and procedures.
- c. Successfully manage the day-to-day operations of HopeWood Connect programs during the summer and retreats/events throughout the year.
- d. Assist with implementing HopeWood Outdoors's strategic plans and goals as assigned.
- e. Complete incident/accident reports to the Executive Director and Office Manager on the day the incident/accident occurs.
- f. Reply to letters, emails and phone calls within one business day; maintain regular office hours.
- g. Data Base Management/Reservations
 - Proficiently use the HopeWood Outdoors database system to find information, enter information and print out reports.
 - Enter information in the database; exercise quality verification to correct duplicates and to update information.
 - Interface between Guest Relations and camp staff regarding calendar of events; contracted groups and individual's information regarding numbers, facilities, meals, program and special needs.
 - Work in coordination with Guest Relations to maintain records on each guest, group and program.
- h. Assist in all general office functions for HopeWood Pines.
 - Maintain daily communications (telephone, mail and electronic).
 - File all documents and records, both paper and electronic, in an organized manner consistent with HopeWood Outdoors procedures.
- i. Financial and resource management alongside Program Director
- j. Complete all reports and duties in a timely manner.
- k. Ensure that programs comply with all applicable local, state and federal laws and ACA standards.

6. Fiscal and Resource Management

- a. Work with HopeWood Outdoors Registration and Marketing Specialist, Office Manager, and Executive Director regarding registrations, accounts payable, accounts receivable, deposits, receipts,

credit card processing and paying store taxes consistent with HopeWood Outdoors policies and procedures.

- b. Maintain contracts with vendors.
- c. Assist in developing the annual budget as requested.
- d. Develop cost savings measures and exercise good financial stewardship; strive to do the best job possible at the most economical cost.
- e. Assist Program Director with the purchase, safe use, care and storage of all program supplies; plan ahead and keep supplies well organized so you do not make unnecessary purchases.

7. Public Relations, Marketing and Communications

- a. Work in cooperation with the HopeWood Outdoors Program Team and Office Manager to develop and maintain written program description and welcome letters for all programs.
- b. Assist Program Director with leading camp tours with prospective camp participants.
- c. Assist Registration and Marketing Specialist to promote upcoming HopeWood Outdoors programs and invite guests to participate prior to departure of all summer campers, retreat groups, environmental education students and other guests.
- d. Promote HopeWood Outdoors opportunities with churches, youth groups, community groups and other venues (e.g., temple talks, develop relationships with key congregation's leaders).
- e. Cultivate healthy relationships with people from the local area around the camps.
- f. Work cooperatively with other key staff to effectively recruit guests.
- g. Work to develop and maintain relationships with staff alumni and obtain their contact information for our database.

8. Other

- a. Implement the HopeWood Outdoors Environmental Ethics Policies and Procedures; participate in an annual environmental audit; identify ways to conserve energy and resources; limit waste and utilize recycling.
- b. Participate as a member of the year-round staff to ensure the integration of program with maintenance, housekeeping, food service and administration; support the work of other staff and pitch in wherever needed such as kitchen, office, cleaning or maintenance.
- c. Participate in Camp and HopeWood Outdoors staff meetings and other staff development activities; lead summer staff meetings.
- d. Communicate with the Program Director on a regular basis regarding how things are going and about anything significant or out of the ordinary.
- e. Professionally represent HopeWood Outdoors at all times.
- f. Complete other duties as assigned.

Essential Abilities:

- 1. Understand and implement safety regulations and procedures.
- 2. 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. Effectively drive, operate computers, order supplies, keep orderly records and develop curriculum.
- 4. Endurance to work long hours.

Classification: Salaried Exempt Full Time Year Round

(Revised 9/25)



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		
<i>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</i>		
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, 1990-93, 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	Salary (hourly/weekly/monthly/annually)	
Position Title and Description of Responsibilities			
Employer Address		City	State
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 - continued

Employer Name	Dates Employed	Salary (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	

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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.

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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. 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:

4. Briefly state your vision for environmental education, retreat ministry, and summer camp ministry:

***HopeWood Outdoors mission is
faithfully inspiring people to embrace their
callings in creation and community.***

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, 2790 State Route 61, Marengo, Ohio 433345

E-mail: info@hopewoodoutdoors.org

If you have questions, please contact HopeWood Outdoors at 419.864.8030.