Director of Programs
Position Description
Fall 2026

Purpose
The purpose of this position is to carry out the mission of Clearwater Forest by designing, implementing, facilitating, evaluating, and initiating ongoing improvement for a variety of high-quality programs and to provide radical hospitality for all Clearwater Forest program guests.

Mission of Clearwater Forest
Clearwater Forest is a ministry of Christ called to provide faith-building Christian programming, nurture an active Christian community, and be a faithful steward of God's creation.

Desired Qualifications
1. Bachelor's degree or equivalent
2. Knowledge of child development
3. Experience providing programming for children, youth, young adults, and a wide variety of people.
4. Desire to participate in our camp community and adapt to a camp lifestyle with a positive attitude and approach.
5. Demonstrated leadership, management, and communication skills. Ability to effectively lead, supervise, mentor, and hold staff and volunteers accountable while fostering a positive, collaborative team environment.
6. Strong organizational and project management skills. Ability to independently plan, organize, implement, evaluate, and continually improve programs from beginning to end, managing multiple priorities and deadlines.
7. Ability to take initiative and ownership. Demonstrated ability to anticipate needs, identify problems, make sound decisions, and take appropriate action without waiting for direction.
8. Ability and desire to learn new skills, including how to navigate the CampBrain registration platform.
9. Commitment to active, on-site program leadership. Willingness and ability to be physically present (including evenings, weekends, and overnight) and actively engaged throughout summer programming, non-summer retreats, and events as necessary to ensure effective leadership, staff support, participant satisfaction, camper safety, and successful program outcomes.
10. Sound judgment and problem-solving skills. Ability to respond calmly, appropriately, and effectively to unexpected challenges, emergencies, interpersonal conflicts, and changing circumstances.

11. Accountability and receptiveness to feedback. Demonstrated willingness to accept constructive feedback, take responsibility for decisions and outcomes, and continually grow professionally.
12. High degree of honesty, integrity, and trustworthiness.
13. Ability to welcome, respect, and embrace all people, fostering an inclusive community where everyone feels valued, accepted, and a sense of belonging.
14. Commitment to Clearwater Forest's mission and Christian ministry. Ability and desire to integrate Christian values, faith formation, hospitality, service, and environmental stewardship into programming and community life.
15. Familiar with ACA (American Camp Association) standards or willing to learn about them.

Salary Range: $42,000-$48,000 with benefits

Director of Programs =Responsibilities

Program Development, Leadership, and Evaluation

1. Provide comprehensive leadership and oversight of Clearwater Forest programs, retreats, and events from planning through completion. This includes maintaining an active and appropriate on-site presence, supervising program staff, engaging with participants, anticipating and resolving challenges, ensuring program quality and safety, and evaluating outcomes to support continuous improvement.
2. Develop, implement, and evaluate creative, engaging, and meaningful programs that reflect Clearwater Forest's mission and address the evolving needs and interests of campers, guests, churches, and communities.
3. Develop camp and retreat themes that integrate Christian faith formation, leadership development, adventure, mission and service, and environmental education and stewardship.
4. Create, coordinate, and oversee daily program schedules, activities, and experiences, ensuring that programs are well-organized, appropriately staffed, and effectively implemented.
5. Regularly assess program quality and effectiveness through direct observation, participant feedback, staff input, and program evaluations. Use findings to strengthen future programming.
6. Maintain a thorough understanding of all Clearwater Forest programs and offerings to effectively communicate with current and prospective campers, families, guests, and programming and community partners.

Staff and Volunteer Leadership

7. Recruit, hire (in collaboration with the Executive Director), train, supervise, mentor, and evaluate seasonal program staff, including counselors and other program personnel.

8. Provide active, on-site leadership and support to program staff throughout camp sessions, retreats, and events, ensuring staff have the guidance, resources, and supervision necessary to succeed.
9. Develop and oversee staff schedules, duty assignments, cabin and room assignments, and other staffing arrangements necessary for effective program operations.
10. Plan, coordinate, and lead comprehensive pre-camp and pre-retreat staff training, ensuring staff understand program goals, job responsibilities, safety procedures, and Clearwater Forest's expectations for professional conduct.
11. Address staff performance concerns, interpersonal conflicts, and personnel issues promptly, professionally, and appropriately, consulting with the Executive Director when necessary.
12. Conduct ongoing staff observations, provide timely and constructive feedback, and complete verbal and written staff evaluations, including end-of-season assessments.
13. Recruit, train, supervise, and support program volunteers, ensuring they are appropriately prepared and equipped for their responsibilities.
14. Foster a positive, supportive, accountable, and collaborative work environment that encourages personal growth, leadership development, and teamwork.

Program Operations, Safety, and Administration

15. Learn and effectively utilize CampBrain to develop program registration opportunities, manage camper information, monitor registrations, and coordinate registration-related tasks.
16. Coordinate with kitchen, housekeeping, maintenance, administrative, and other staff to ensure that program needs are clearly communicated and adequately addressed.
17. Ensure programs are implemented in accordance with Clearwater Forest policies and applicable regulations.
18. Maintain an active role in ensuring camper and guest safety, including anticipating risks, implementing appropriate safety procedures, and responding effectively to emergencies and unexpected situations.
19. Manage program resources responsibly, including assisting with program budgets, monitoring expenses, and making thoughtful decisions that support both program quality and organizational sustainability.
20. Demonstrate sound judgment, initiative, and adaptability in addressing the day-to-day challenges of camp and retreat operations, taking appropriate action independently and consulting with the Executive Director when necessary.

Communication, Outreach, and Relationship Building

21. Communicate clearly, professionally, and proactively with campers, families, staff, volunteers, churches, presbyteries, and community partners through personal interactions, phone calls, emails, and appropriate communication channels.
22. Build and maintain strong relationships with churches, presbyteries, schools, faith communities, service organizations, and other potential partners to strengthen existing programs and identify opportunities for growth.

23. Collaborate with the Executive Director and other staff to promote Clearwater Forest programs, encourage participation, and expand the organization's reach and impact.
24. Respond to inquiries, concerns, and feedback from campers, families, staff, and guests in a timely, thoughtful, and professional manner.

Organizational Leadership and Collaboration

25. Consult and communicate regularly with the Executive Director regarding program planning, implementation, staffing, budgeting, challenges, and opportunities, ensuring alignment with Clearwater Forest's mission and organizational priorities.
26. Serve as the primary staff liaison to the Board of Directors' Program Team, providing leadership, updates, recommendations, and support as needed.
27. Provide a brief Program Report for each board meeting in writing (attendance may be requested for special board trainings or events).
28. Participate actively in long-range organizational and program planning, contributing ideas and strategies to strengthen Clearwater Forest's ministry and long-term sustainability.
29. Participate in weekly staff meetings, proactively identifying needs, sharing pertinent information, proposing solutions, and collaborating on organizational priorities.
30. Work collaboratively with all Clearwater Forest staff to foster a unified team, support professional development, and advance the organization's mission.
31. Pursue appropriate continuing education and professional development opportunities to strengthen leadership skills, program expertise, and knowledge of camp industry best practices.

Christian Leadership and Community Life

31. Model Christian values through personal conduct, professional relationships, decision-making, and interactions with campers, guests, staff, and volunteers.
32. Foster a welcoming, inclusive, and caring community where all individuals are treated with dignity, compassion, unconditional love, and respect.
33. Actively participate in the life of the Clearwater Forest community, demonstrating a willingness to engage in programs, activities, worship, and shared experiences.
34. Serve as a positive role model for campers, staff, and guests, demonstrating integrity, accountability, professionalism, and a commitment to Clearwater Forest's mission.
35. Perform other duties as assigned by the Executive Director that are consistent with the responsibilities and purpose of the Director of Programs position.

Accountability
The Director of Programs is accountable to the Executive Director.

Terms
The Director of Programs is a year-round salaried position. Salary will be commensurate with education and experience. Housing may be provided as part of the compensation package. Loan forgiveness is also potentially available.

Apply
If you are interested, please email the three items below to Erin Anderson, Executive Director at **eanderson@clearwaterforest.org**

1. Resume
2. Cover Letter
3. Three Letters of Recommendation