

CAMP MANITOUMI

Job Description

Job Title: Program Director

Job Relationships:

Supervised by: Executive Director

Supervises: Program Personnel

POSITION SUMMARY:

The Program Director will be responsible for the specific oversight of the annual ministry program provided at Camp Manitoumi under the guidance of the Executive Director.

DUTIES AND RESPONSIBILITIES:

1. The Program Director will communicate with the Executive Director for the planning and development of the ministry program theme and materials for each season.
2. The Program Director will assist the Executive Director with the recruitment, training, and managing of the paid and volunteer counseling staff.
3. The Program Director will assist the Executive Director with the recruitment and managing of all volunteer deans for the ministry program in cooperation with the program committee of the Board of Trustees.
4. The Program Director will assist in the development and presentation of the overall publicity of Camp Manitoumi.
5. The Program Director will assist the Executive Director with the scheduling, booking, correspondence for all retreats held at Camp Manitoumi.
6. The Program Director will assist the Executive Director with the scheduling, booking, and correspondence of the speakers for the ministry program in cooperation with the program committee of the Board of Trustees.
7. The Program Director will be responsible for staff devotions and planning meetings held at various times each week during the summer season.
8. The Program Director will provide an annual report to the Board of Trustees via the Executive Director of Camp Manitoumi and will serve as an ex officio member of the Program Committee.
9. The Program Director will be responsible for managing and scheduling the pool lifeguards.
10. In the absence of the Executive Director, the Program Director will assume his responsibilities.

11. The Program Director will assist the Executive Director in updating the Manitoumi website, Facebook and Instagram sites and producing camp videos and promotion.
12. The Program Director will seek to expand his knowledge and resources of the camping ministry by visiting other camps and attending conferences as possible.
13. The Program Director will be an active member in good standing of a Baptist Church in fellowship with the IL/MO ARBC.

QUALIFICATIONS:

Education/Experience/Knowledge, skills and abilities:

Must have demonstrated spiritual leadership, administrative ability, an ability to effectively communicate the Word of God (written and oral), the ability to relate to and minister to all ages and the ability to work directly with in-house and outside personnel.

Working Conditions:

The Program Director's schedule and other assignments will be determined by the Executive Director and the need of the respective ministry program/event. The Program Director will be selected by the Executive Committee of the Board of Trustees and the Executive Director with the approval of the Board of Trustees.

During the retreat season the Program Director will be required to assist in the preparation of and facilitation of each retreat (i.e., setup and cleanup of kitchen, cleaning of sleeping quarters).

The Program Director of Camp Manitoumi will be an employee at will. Termination of his employment will be made in writing by the Executive Director with the approval of the Executive Committee to the Board of Trustees. He shall be given a sixty-day period if his services are to be terminated. The period may be shortened by mutual agreement