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**Program Director**

HOURS: Full Time on-site June, July, Aug weeks 1 and 2; Sept-May 24 hours, onsite for retreats and guest groups (additional compensation for onsite retreats and guest groups).

COMPENSATION: Stipend for onsite hours based on full time wage. Hourly wage Sept-May office hours.

BENEFITS: Housing and meals for on-site time; May be eligible for holiday paid time.

ACCOUNTABLE TO: Executive Director

QUALIFICATIONS:

1. Professes and demonstrates a personal commitment to an active and growing faith in Jesus Christ. Demonstrates a godly example both on and off of camp grounds.
2. Desires to serve in this position in order to help others know and grow in Jesus Christ.
3. Is in agreement with and lives according to CPBC's policies, goals, statements, sincerely held beliefs, and affirmations of faith.
4. Is willing to subordinate personal rights for the good of the Body of Christ, the camp and it's guests.
5. Demonstrate leadership qualities and skills.
6. Is personable and responsible.
7. Able to build a sense of team with those they are leading in which the team members feel encouraged, empowered, challenged and able to contribute to the Mission of camp within their role.
8. Possess a heart for all ages. Able to work effectively, responsibly and appropriately with children of all ages, recognizing developmental differences and needs. Able to initiate and execute programming that is anchored in Scripture, gives attention to discipleship, encourages the participant both individually and corporately to engage in a deeper way with Christ at whatever point they may be in their walk, and fosters relationships among participants.
9. Demonstrates strong self-motivation, and possesses an ability to solve problems and think for one’s self.
10. Demonstrate a willingness to learn from “mistakes” and camp situations as they arise. Is teachable and able to adapt well. Possesses a self-awareness to grow and develop apart from constant supervision and manages self care in a demanding environment effectively.
11. Can manage time effectively with more than one demanding responsibility.
12. Possesses ministry training/experience. Able to create systematic programming rooted in Scripture. Lead from a place of personal commitment to the Lord and knowledge of Him and His word.
13. Able to communicate well verbally and in writing and work in coordination with others as a part of a team.
14. Demonstrates creativity and ability to think innovatively related to camp programming and development.
15. Able to manage a budget.
16. Is willing to serve in areas outside of position’s specific responsibilities as needed.
17. Can pass a full background check.
18. At least 21 years old.

Specific Responsibilities:

1. Create summer theme, program activities, and schedules, including adventure camp programming, in accordance with CPBC mission, goals, and objectives, and execute with summer staff. Implement and oversee the accomplishment with summer staff and volunteer teams.
2. Line up camp speakers.
3. Work with the director and key summer staff to plan and implement summer staff training and volunteer training.
4. Oversee summer staff and volunteers in coordination with the director and subsequent summer staff in order to execute summer program.
5. Provide follow up materials for the summer camp experience that include resources for campers, parents, and church leaders. Thought should be given on how to make these accessible and helpful in continuing the support and relationship with camp’s constituents.
6. Oversee program areas, equipment, and area summer staff-chapel, waterfront, outpost, ropes ect. Ensure that proper procedures are followed, including documentation of policies and procedures.
7. Work with the director and ministry director to care for and develop summer staff.
8. Work with summer staff volunteer coordinator to implement and review volunteer and intern training, as well as overseeing weekly volunteers/interns.
9. Work in coordination with the director to develop new programs.
10. Host retreats and guest groups as scheduled, going above and beyond the expectations of the group. Prepare program equipment and areas for groups as needed in coordination with the Guest Group Coordinator.
11. Assist in facility preparation for upcoming groups as assigned by the guest group coordinator.
12. Seek to build relationships with owner churches, area church leaders and other local ministries for partnership and personal development.
13. Work with staff to plan and implement year-round retreats and other programmed events. Developing a theme and schedule of activities as appropriate for each event.
14. Perform evaluation for camp programs that you are responsible for in coordination with the camp director. This includes programming such as retreats, summer youth camp, summer volunteers ect.
15. Assist in promotion of camp. This may include planning/hosting events or booths, creating digital or other visual materials, speaking at churches/youthgroups ect as assigned.
16. Work with the director to recruit, interview, hire, and review summer staff and volunteers.
17. Report current and future equipment needs related to program to the director. Manage the program budget for yearly expenses.
18. Keep thorough records of program and policies and procedures for current and future staff reference. Implement new program procedures as needed in coordination with the director.
19. Provide leadership in the absence of the director in accordance with CPBC policies, expectations and emergency procedures.

\*All staff at Covenant Park Bible Camp serve as stewards of the Mission to create a space that demonstrates the saving work of Jesus and the call to be in relationship with Him through their individual positions. The Program Director plays a primary role in planning and implementing core programs of ministry, training and providing guidance and oversight to ministry staff and representing Christ and the Mission and sincerely held beliefs of Covenant Park both directly and indirectly to constituents.