

TITLE: Highlands Program Coordinator

BACKGROUND:

Highlands Presbyterian Camp & Retreat Center is located 90 miles northwest of Denver at the base of Mt Meeker, near Rocky Mountain National Park. At 8,000 feet elevation, the 285 acres of diverse natural area includes ponderosa pine forest, wetlands, meadows, streams, and mountain vistas that moose, beavers, bees and much more call home. Highlands was founded in 1945 as a summer youth camp. With time it expanded into retreat and adult programming. Over the last three years Highlands has come under new management, with a new leadership structure that includes operations and hospitality services conducted by United Camps, Conferences and Retreats (UCCR). We are looking for a dynamic partner to join us in discerning the next steps on Highlands' journey. We seek an innovator with the ability to dream big. The sky's the limit and there is no box. We anticipate this will be a 3–5-year journey of engaging in transformational change.

SUMMARY:

Under the general supervision of the Board of Directors, the Program Coordinator will be responsible for designing and executing all Adult and Children's Programs at Highlands. These will include educational and spiritual events for people of all ages, interests, abilities and backgrounds.

The Program Coordinator will have a genuine interest in furthering the mission of Highlands Presbyterian Camp and Retreat Center, which is WHERE CHRIST, CREATION AND COMMUNITY CONNECT.

The Program Coordinator will be engaging and creative, with passion for inviting people to experience the wonder of nature and discover their relationship to creation.

SALARY RANGE: \$75,000.00 to 80,000.00 plus benefits

STATUS: Full-time

CLASSIFICATION: Exempt

REPORTS TO: Board of Directors

DIRECT REPORTS: May include part-time and seasonal employees and volunteers

START DATE: February 1, 2025

TO APPLY: Please submit cover letter and resume to Mike Doyle at [mdoyletcg@icloud.com](mailto:mdoyletcg@icloud.com)  
Application deadline is December 1, 2024

#### DUTIES AND RESPONSIBILITIES:

- Oversee all stages of planning for Highlands Program offerings from visioning to implementation. This shall include developing curriculum for programs aligned with the mission and vision of Highlands
- Work with and nurture program partner organizations
- Coordinate registration process with UCCR registrar
- Coordinate program requirements with UCCR Site Director
- Participate in relevant organizations and maintain required certifications with state and national entities
- Coordinate with UCCR staff and volunteers to keep program and rate information updated across all platforms (website, email, print, signage, etc.)

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Commitment to live out the Mission and Vision of Highlands
- Ability to maintain excellent relations with people of varying ages, personalities, and interests
- Must be open and affirming of all gender identities
- Must welcome all races, creeds, ethnicities and faith traditions
- Must understand neurodiversity
- Ability to manage time and priorities, to carry out detailed plans, organize and process heavy volumes of work that vary greatly by season
- Strong administrative skills with the ability to manage many tasks
- Excellent oral and written communication skills and the ability to respond professionally in person, by phone and by email
- Ability to speak publicly to large groups
- Strong decision-making skills
- Ability to work without direct supervision
- Adaptable to changing, dynamic environments
- Positive, creative, optimistic, and energetic

#### QUALIFICATIONS:

- Experience in program development, event planning, camp & retreat ministry, or related field

- Comfort with faith-based traditions
- Four-year college degree required
- Pass standard national background check
- Passion for program design and implementation
- Proficiency in standard software platforms and social media platforms
- Maintain a valid driver's license and insurable driving record
- Maintain a reliable means of transportation in all weather conditions
- Maintain a flexible schedule including frequent evenings, weekends and holidays

#### PHYSICAL DEMANDS & WORK ENVIRONMENT:

Highlands is located at 8000 feet above sea level. Physical demands and work environment may include lifting/ moving up to 25 pounds, walking on uneven ground, and exposure to variable seasonal weather and temperature conditions. In compliance with applicable disability laws, reasonable accommodations may be made to enable differently abled individuals to perform the essential functions. Applicants are encouraged to discuss potential accommodations with the employer.

All qualified applicants will receive consideration for employment without regard to sex, race, gender identity, creed, color, ancestry, religion, national origin, ethnic group identification, age, disability, medical condition, genetic information, marital status, sexual orientation, or any other legally protected classification.