

The Desert Southwest Conference of The United Methodist Church

Note: this is the Program Director job for BOTH Potosi Pines and Mingus

Position Title: Program Director

Classification: Exempt/Salaried

Supervisor: Camp Director

Department: Desert Southwest Conference Camp and Retreat Ministries

Pay Grade: 10

Job Summary

The Program Director will supervise and coordinate all aspects of the Desert Southwest Conference Camp and Retreat Ministries (DSCCRM) programming and assists in hosting and hospitality for guest groups at the site. The Program Director will also assist in daily operations, marketing/promoting events, and managing seasonal staff and volunteers. All functions will be performed within the DSCCRM stated mission and core values. The Program Director shall offer Christ-centered experiences that reveal our place in God's story.

General Responsibilities

- Programming
 - Schedule, plan, promote, and supervise DSCCRM hosted camping, retreat, and other sponsored events/programs.
 - In coordination with the Camp Director, recruit, interview, hire, train, and supervise seasonal program staff, both paid and volunteer.
 - Assist in managing and/or facilitating specialized program activities offered at the site.
 - Develop new and relevant programs and evaluate existing programs to ensure they are effective and in accordance with DSCCRM mission and values and all ACA standards.
 - Promote DSCCRM in churches, youth groups, and through community events throughout the year.
 - In Coordination with the Camp Director, plan and oversee off-site programming and trip camps.
- Maintain ACA Accreditation standards related to all DSCCRM programs and non-DSCCRM retreat guest groups.
- Hosting
 - When requested by the Camp Director, provide on-site hosting services acting as the main contact person between camp and the guest groups during their stay.
 - Coordinate evaluation and follow-up procedures for the events, including securing buildings, invoices, and event evaluations.
 - Oversee and participate in making camp ready for the next group. This may include cleaning and sanitizing cabins, restrooms, and other buildings on camp.
- Marketing/Promotions
 - Assist the Camp Director in marketing, recruiting, and scheduling new groups.
 - Assist the Camp Director in marketing the site programs to children, families, churches, and local communities.
 - Assist in managing and implementing social media, email, and print marketing.
- Fund Management and Development

- Assist Camp Director in creating an annual budget to submit to the executive and board for annual approval.
- Manage the site budget for programs in consultation with the Camp Director.
- Oversee the distribution of the site campership funds.
- Participate in fund raising for both camperships and capital campaigns.
- Camp Planning and Management
 - Participate in strategic planning and goal setting for camp.
 - Implement the strategic plan.
 - Engage and coordinate Spiritual Directors and/or Deans for each summer session.
 - Recruit and retain sufficient staff to run summer and off-season programs.
- Other Duties as deemed necessary in partnership with Camp Director and other full-time staff

Education and Experience

- Required
 - CPR, AED and First Aid certifications or ability to obtain.
 - Obtain and maintain up to date certifications for all specialized activities available on site.
 - Safe Gatherings training.
 - Minimum of 2-3 years relevant experience in full-time year-round camp and retreat program management.
 - Must possess a valid Driver’s License.
 - Willing and able to work long hours during the summer program season and available to work weekends and holidays as dictated by retreat and program needs throughout the year.
 - Understand and relate well with children, youth, and adults.
 - Must be comfortable with social media and using technology for ministry outreach and job tasks.
 - Must possess strong interpersonal skills to relate to guests and potential groups and provide external marketing/recruitment to increase DSCCRM visibility.
- Preferred
 - Bachelor’s degree in Youth Ministry, Camp, and Recreation, or a related field and relevant experience.
 - A working knowledge and understanding of The United Methodist Church mission, core values, and Christian beliefs.
 - Knowledge of and experience with American Camping Association accreditation standards.

For ADA compliance, the following are anticipated physical requirements:

	Rarely (0-24%)	Occasionally (25-49%)	Frequently (50-74%)	Regularly (75-100%)
Seeing: Must be able to read typed or handwritten information and use computer				X
Hearing: Must be able to hear well enough to communicate with others				X
Sitting		X		
Standing/Walking				X
Reaching/Climbing			X	

Stooping/Kneeling/Crawling			X	
Lifting/Carrying up to 20 lbs				X
Pulling/Pushing up to 40 lbs			X	
Holding/Grasping/Fingering/Feeling: Must be able to write, input, file, organize, and use phone system				X