



Job Description

Program Director

Glen Lake Camp Mission: Making disciples of Jesus Christ for the transformation of the world.

Glen Lake Camp Core Values: Love deeply, Host graciously, Serve intentionally

Staff Purpose: The Program Director seeks to lead and serve as a faithful part of God's work in and through the Ministry of Glen Lake. The Program Director serves on a ministry team dedicated and committed to a team approach to the ministry entrusted to us.

Job Summary:

- The Program Director is responsible for the development and execution of all Glen Lake program content, programs, and seasonal staff management.
- The Program Director must develop program curriculum, recruit, hire, and train seasonal program staff.
- The Program Director is responsible for the recruitment, evaluation, and training of all volunteers for camp programs.
- The Program Director also provides support for the management staff, sales department, and marketing of camp programs.
- The Program Director leads a team of dedicated persons in order to provide safe, fun, and Christ-centered camp experiences.

Duties: (include but not limited to):

- Develop, plan, organize and implement effective summer camps including staffing and curriculum.
- Prepare and manage budgets for camp programs.
- Evaluate existing programs and recommend additions or deletions as needed.
- Partner with the Central Texas Conference of the UMC to provide programming.
- Review and update summer staff job descriptions annually.
- Recruit, interview and hire summer staff.
- Plan and implement a summer staff training program.
- Create a community and network of college students reaching beyond summer and one season.
- Effectively lead, supervise and mentor a team of approximately 45-75 summer staff.
- Recruit, interview and place volunteers.
- Plan and implement a volunteer training program.

- Complete Summer Staff and volunteer background checks, MinistrySafe training, and ALL documentation.
- Collect, organize, and submit new hire paperwork.
- Maintain annual licensure and state requirements for camp and retreat center.
- Oversee inventory and orders for Craft Store supplies/equipment.
- Oversee retail management of Camp Store.
- Evaluate summer staff and jointly develop improvement plans when necessary.
- Serve as an appropriate role model for children and young adults.
- Host retreat groups as required, seeking to make all feel welcome and meet their camp related need.
- Participate in the ongoing marketing and promotion of both the camp and retreat ministries.
- Create and circulate communications and promotional pieces (virtual and print materials)
- Website creation, maintenance, and manage Social Media for all aspects of ministry.
- Partner with Executive Director on special projects, programs, and events.

Required Skills and Abilities:

- Active member of the United Methodist Church.
- An active and growing faith in Jesus Christ, with a heart for ministry and a passion for helping others grow in their personal walk with the Lord.
- Integrity, consistent work ethic, and a proven success in leadership at a Christian camp or similar organization.
- Interpersonal communication and organizational skills.
- A team-oriented servant attitude and the ability to relate well with others.
- Ability to exercise independent thinking and initiative particularly when preparing and implementing camp programs and recruit staff.
- The ability to handle conflict in a respectful and professional manner.
- The Program Director will adhere to the principles of confidentiality concerning the business of this ministry.
- Ability to lift and move up to 50 pounds.

Preferred Qualifications:

- A master's degree in Christian Education or similar field
- 2-5 years in a manager/director position in Christian camping

Benefits:

- Paid Time Off: detailed in the Employee Policy and Procedure Manual
- Matching pension benefits available after one year of employment
- On-site housing with basic utilities included (water, electric, and gas)
- Health Insurance for the Program Director