

**Job description: *Program Director***

**Purpose:** To assist the camp director in fulfilling the camp's mission and vision by planning and implementation of summer camps, retreats, and other programmed events.

**Qualifications**

- Education- Minimum of a high school diploma or GED; BS or BA preferred
- Experience- Past experience in program planning and implementation in a camp or similar setting
- Fully embraces the Mission, Vision, and Statement of Faith of Camp Luz
- Involved in a Christian congregation, preferably in the Anabaptist tradition
- Have accepted Jesus Christ as Lord and Savior

**Attributes**

- Strong interpersonal and communication skills
- Ministry minded
- Ability to work independently, as a part of the year-round team, and as a leader for the summer staff
- Organized and able to set priorities and adapt to changes
- Comfortable using technology including: Computers, MS Office programs, and Social Media
- Must be willing to put in long hours, when needed, including some evenings and weekends

**Accountability**

- Directly accountable to the Camp Director

**Responsibilities****Summer Program**

- Oversee planning, implementation, and evaluation the summer program
- Resource several sessions and activities during staff training
- Lead activities during the summer program as needed.
- Assist the Camp Director with recruiting, hiring, and supervision of Summer Staff
- Assist the Camp Director in promoting the summer program, creating publicity materials, and visiting churches and schools to recruit campers

**Retreats/Day Events**

- Responsible for planning, implementation, and evaluation of most Camp Luz retreats and day events
- Prepare materials for publicity and actively promote retreats and events.
- Schedules programs in consultation with the Camp Director and Guest Group Manager
- Evaluate existing programs, make changes and/or develop new programs to better help the camp pursue its mission and vision.

**Other Responsibilities**

- Provide leadership to volunteers as assigned on work days, school service days, etc.
- Serve as "Guest Host" in rotation with other year-round staff
- Assist with other duties as assigned by the Camp Director

**Compensation**

- Full-time, hours vary seasonally and include some evenings and weekends
- Salary- starting salary dependent on education and experience
- Benefits: health and life insurance, Health Savings Account, paid vacation, *possibility for on-site housing if needed*