

Crooked Creek Christian Camp
Job Description

Position: Program Director

Responsible to: Executive Director

Time required: Full time, year round

Qualifications:

1. Strong personal commitment to Christ and Anabaptist theology.
2. Relate and communicate well with all ages.
3. Be flexible to the demands of the camp setting.
4. Display leadership abilities as demonstrated by prior experiences, preferably in a camp setting.
5. Be able to plan, organize and implement program events.

Duties and Responsibilities:

1. General
 - a. Work in consultation with the executive director and seek their final approval before implementing program or recruitment of leadership staff for programs.
 - b. Work within camp policies and guidelines.
2. Youth Camp Programs
 - a. Summer Camps
 - 1) Identify and recruit potential summer staff persons for all positions.
 - 2) Communicate with potential summer staff: applications, references, interviews, etc.
 - 3) Prepare display to be used in recruiting summer staff during visits to colleges.
 - 4) Plan and implement summer camp schedules.
 - 5) Organize and lead orientation for summer staff.
 - 6) Supervise summer program staff.
 - b. Winter Camps
 - 1) Identify potential speakers.
 - 2) Plan and implement winter camp schedules.
3. Year Round Adult Programs
 - a. Brainstorm program ideas for adults (including young adults, families, senior citizens).
 - b. Plan and facilitate adult programs.
4. Marketing
 - a. Use Mailchimp to design monthly online newsletter and publish in cooperation with executive director.
 - b. Design brochures for specific programs; work with staff in marketing programs.
 - c. Maintain social networking pages (Facebook, Instagram, etc.).
5. Other
 - a. Host guest groups two weekends per month during August through May.
 - b. Be in charge of climbing wall: set up climbing wall, train belayers, schedule belayers
 - c. Maintain professional growth through study, peer relationships and conferences. Stay informed of current trends in camping ministry considering how they apply to Crooked Creek Christian Camp.
 - d. Contribute to the success of the Crooked Creek Christian Camp team and mission.
 - e. Other duties as assigned by executive director as time and skills allow.