

JOB DESCRIPTION...PROGRAM DIRECTOR

Lutheran Valley Retreat

SUMMARY DESCRIPTION OF POSITION

The Program Director along with the Executive Director and Site Manager shall plan, administer, supervise, and manage all of the necessary functions to assure quality and Christ centered programs for the people LVR serves under the direction and supervision of the Executive Director of LVR toward the end that the Kingdom of Jesus Christ is promoted through outdoor ministry.

QUALIFICATIONS

1. A strong Christian commitment based on Scripture as the inerrant Word of God, loving all people as God created them, relevant ministries that challenge, enrich, and encourage; fun, safe outdoor experiences for all; transformed Christ like servant Leaders who love the people in the community
2. Minimum Age: 21
3. College Degree or equivalent experience in outdoors/children's, youth family ministry.
4. A love for people: particularly children, youth, families and their advocates.
5. Ability to lead and work well with others.

DUTIES AND RESPONSIBILITIES

General duties/responsibilities shall include but not be limited to:

1. Responsible for planning and directing the summer camp programs and the necessary site/facility preparation and function.
2. Responsible for planning and directing programs (and the necessary site/facility preparation and function) for youth, families and their advocates during the retreat season.
3. Responsible for the entire camp in the absence of the Executive Director and Site manager.
4. Follow the employment policies guidelines a set forth in the LVR Personnel Policies for Year Round Staff.
5. Responsible for assuring every person at LVR feels welcome, is cared for and is safe (physically & spiritually).
6. Limited approval of expenditures.

Responsibilities include:

A. Summer Camp Program

1. Implement a summer program and prepare facilities to meet the needs of the age group attending, including physical, mental, emotional and spiritual needs.
2. Plan a summer program that integrates the spiritual in all activities.
3. Recruit summer staff that is capable of carrying out the above program and facility care.
4. Provide and coordinate training for the summer staff at the beginning of the summer season.
5. Supervise and implement all aspects of the summer program during the summer camp season.
6. Identify campers that should have specific follow-up and administer ways for this follow-up to happen.
7. Develop and implement an effective tool for evaluation of the summer program and facilities at the end of the summer camp season.

B. Retreat Programs

1. Plan and host programs that reflect needs LVR is able to meet in an effective way, fit into our facilities and calendar, and that are in accord with LVR's Mission Statement.
2. Assist in development, implementation and promotion for, prepare facilities for and supervise all aspects of these programs.
3. Evaluate the effectiveness of each program and facility needs at least yearly.

C. Responsible to make and carry out decisions that may be necessary, especially as they relate to preserving life and property, in the case of the Executive Director's absence.

D. Welcoming, Caring For, and Promoting Safety with all People

1. Watch for and greet all incoming visitors (scheduled or not) with enthusiasm.
2. Maintain packets of information that explain LVR's programs and site.