



Specialty Program Manager

Overview:

The Specialty Program Manager reports directly to the Director of Programs and is responsible for the leadership and coordination of summer weekend and specialty programs, as well as year-round cottage retreats; and is also responsible for the leadership and coordination of hospitality operations at Camp Luther. As a part of the Program Team at Camp Luther, this role is also responsible for building up fellow team members through intentional support and encouragement, along with consistent accountability.

Salary/Benefits:

This is a salaried position with a starting salary range between \$36,000 and \$46,000 based on experience. On-site housing may be available but is not required. An excellent benefit package is provided with this position, including health insurance, short-term disability, retirement, and paid vacation.

Primary Responsibilities:

Summer Program Leadership

- Provide leadership, direction, and coordination of Camp Luther's summer weekend programs and groups, including Kindercamp, Village Glamping, and weekend group retreats.
- Provide leadership, direction, and coordination of Camp Luther's week-long service/youth retreats.
- Provide leadership, direction, and coordination of Camp Luther's Junior Counselor program.
- Evaluate, improve, and expand existing summer specialty programs and develop and implement new summer specialty programs.
- Help drive policies and training to maintain high standards in the area of summer specialty programs.
- Train, supervise, coach, evaluate, and support the summer Junior Counselor Program Coordinator.

Cottage Retreat Leadership

- Provide leadership, direction, and coordination of Camp Luther's year-round cottage retreats.
- Evaluate and improve existing cottage retreats and develop and implement new opportunities in this area.
- Help drive policies and training to maintain high standards in the area of Camp Luther cottage retreats.

Program Communications

- Drive marketing and communication efforts for the above ministry areas.
- Work collaboratively with other year-round staff in the creation and implementation of marketing materials and camp communications.

Waterfront Operations Leadership

- Train, supervise, coach, evaluate, and support the summer Waterfront Coordinator.
- Provide accountability to summer staff in their leadership of all water-related activities, including boating activities, polar bearing, swim tests, swim times, and other activities involving the waterfront.
- Help drive policies and training to maintain high safety standards for all waterfront activities.
- Assist with the upkeep, inventory, and purchasing of boating and waterfront-related equipment.

Hospitality Operations Leadership

- Provide leadership, direction, and coordination of Camp Luther's hospitality operations, including:
 - Overseeing the housekeeping department.
 - Managing the upkeep and improvement of guest-facing FF&E's (furniture, fixtures, and equipment).
- Help drive policies and training to maintain high hospitality service standards.

Operations Team

- Work with the Family Program Manager to direct and improve Camp Luther operations in order to enhance guest experience and fulfill our mission.

Program Team

- Support and assist with cross-position responsibilities that make the overall team more effective.
- Lead and host retreat groups and programs throughout the year.
- Lead and coordinate promotional visits throughout the year.
- Manage assigned budget areas and make budget recommendations.
- Serve as a leader, mentor, coach, and supporter to Camp Luther's summer staff team.
- Regularly collaborate with and support other camp departments in a way that builds community and staff cohesion.
- Cultivate trust and practice effective communication across departments and with all members of the Camp Luther staff team.
- Seek to fully live out the mission of Camp Luther in all the responsibilities of this role.

Expectations:

- Demonstrate a passion to build up all people in Christ for service and witness in the world, with an authentic, rooted ability to live out the mission, vision, and core values of Camp Luther in your professional responsibilities.
- Through your attitude and actions, reflect that Jesus Christ lives within you and that you view your position here as an opportunity to serve him.
- Be a servant leader with a willingness to "go beyond" the expectations of the job description to support the whole mission of Camp Luther.
- Embrace a team mindset where everyone pitches in to get the job done.
- Seek to cultivate a healthy staff community by directly addressing conflict, being willing to have hard conversations, practicing forgiveness, and extending grace.
- Be a trustworthy steward of camp facilities, supplies, equipment, and finances. Work with integrity.
- Strive to continue growing professionally, including participating in professional training opportunities as required and/or approved by your supervisor.

Qualifications:

- Be a member in good standing with an LCMS congregation.
- As a representative of Camp Luther, demonstrate a lifestyle and teach Christian doctrine in accordance with the beliefs of the Lutheran Church-Missouri Synod.
- Demonstrate the following skills and abilities:
 - Strong group leadership and facilitation skills
 - Ability to lead engaging indoor/outdoor games, activities, and programs
 - Ability to lead engaging devotional and faith formation activities
 - Ability to lead camp songs and play guitar (or be willing to learn)
 - Strong organizational skills and attention to detail
 - Excellent speaking and presentation skills
- Possess a valid driver's license with a good driving record.
- Pass a background check as required during your time of employment.