

VISION: Refreshing Body and Spirit
MISSION: We provide Sanctuary which connects guests with God and His Creation
VALUES: Gospel, Safety, Excellence, Wellness, Stewardship, Legacy

POSITION TITLE: Discipleship Director

RESPONSIBLE TO: Executive Director

POSITION SUMMARY: Accepts the Vision, Mission and Values of Camp Okoboji responding especially to the values of Gospel, Excellence, and Wellness to “provide sanctuary” and “connect guests with God and His Creation”. Facilitates the work of the Executive Director and Camp Okoboji staff, develops and maintains Christ centered programs that complement the ministry of congregations associated with The Lutheran Church Missouri Synod and Iowa District West.

INTERPERSONAL RELATIONSHIPS: Interacts in a Christian atmosphere and constructive manner with

- Board of Directors
- Executive Director
- Staff and co-workers
- Pastors, professional church workers, and group leaders
- Volunteer and servant groups
- Camp Okoboji guests, visitors, and camp users
- Public at large

QUALIFICATIONS:

- Member of The Lutheran Church - Missouri Synod
- Bachelor’s degree and graduate from LCMS institution preferred
- Commitment to mission and ministry with ability to communicate Christian faith
- Sincere desire and ability to work in a Camp setting
- Strong leadership role model characterized by Christian ethics, enthusiasm, patience, self-control, and ability to work with people of all ages
- Must possess strong personal and relationship building skills
- Must possess strong oral, written and nonverbal communication skills
- Ability to write, prepare and present program materials
- Must possess advanced technical, mass media and computer skills
- Must possess financial understanding
- Possesses creativity and a caring disposition
- Demonstrates ability to work independently, self-motivated, highly organized, and uses sound judgment and discretion
- Willingness to accept guidance and supervision
- First Aid, CPR Certified (or willing to attain certification within 6 months of being hired)
- Lifeguard Certified preferred (or willing to consider pursuing the same)

- Guitar player preferred

RESPONSIBILITIES - Goals & Targets

- Develop and set annual goals with the Executive Director
- Assist with development of next year's budget and goals
- Develop Long Range goals with the Senior Management team

RESPONSIBILITIES - Management & Oversight

- Provide management and leadership to the overall Ministry of Camp Okoboji
- Knows and follows Camp policies and procedures
- Assists in maintaining and updating Camp policies and procedures
- Be an active member of the Senior Management Team of Camp Okoboji
- Build and maintain team relationships supporting office operations, development, maintenance and support services

RESPONSIBILITIES - Programming

- Provide Gospel teaching and Gospel living opportunities at and through Camp Okoboji
- Research and provide Gospel teaching and Gospel living opportunities at off Camp sites
- Research, develop and evaluate new and pilot programs and education programs
- Coordinate all Camp Programs with other Camp activities
- Build and maintain volunteer committees in programming

RESPONSIBILITIES - Staffing

- Develop, supervise and evaluate a Ministry staff
- Build and maintain team relationships with staff and volunteers
- Lead Ministry staff to meet and exceed established expectations and goals
- Provides opportunity and encourages the spiritual development and support of the staff
- Recruit, select, train, supervise and evaluate all counselors and program staff
- Recruit, select, train and supervise event/topic leaders with Gospel focused materials, and other partners who assist in bringing the Gospel to guests at Camp Okoboji
- Arrange volunteer program staffing of camp sponsored programs
- Gives and receives constructive criticism in a Christian manner

RESPONSIBILITIES - Communications and Public Relations

- Manage Program communications, communications initiatives, and public relations
 - Oversee the development of and evaluation of all program literature and marketing materials
 - Develop and execute a consistency of message and look for all program marketing materials
 - Oversee development, implementation, and participation in public relations events and awareness activities related to programming

- Shall manage and coordinate all social media activity of Camp Okoboji
- Shall represent Camp Okoboji as a speaker and presenter
- Shall represent Camp in the surrounding community when needed
- Shall provide a positive Christian witness when representing Camp Okoboji in business relationships, the community and the neighborhood
- Shall write and organize articles for newsletters, regular publicity, as correspondence as needed
- Shall prepare and distribute literature promotional mailings as required to maintain a high visibility and public awareness of Camp Okoboji

RESPONSIBILITIES - Meetings

- Shall meet with the Executive Director weekly or as needed
- Shall be an active member of the Senior Management Team
- Shall be an active member of Staff Meetings and Supervisory Meetings
- Shall attend the Annual Meeting to promote and discuss Ministry at Camp Okoboji

RESPONSIBILITIES - Contacts

- Shall develop and make personal contacts with guests, donors and potential new guests and donors
- Shall develop and make personal contacts with congregations and ministry partners of Iowa District West and surrounding area
- Shall journey with the Gospel message to congregations, groups, and friends inviting them to experience refreshment of body and spirit through the ministry of Camp Okoboji
- Shall develop a referral system involving individuals, pastors, and churches
- Shall provide a positive Christian witness when representing Camp Okoboji
- Shall maintain membership & attendance in appropriate associations related to outdoor ministry and developing networks of peers
- Shall attend approved professional training seminars/conferences

RESPONSIBILITIES - Recordkeeping

- Understand and implement program financial recording and reporting
- Maintain accurate accounting of programs including numbers & financial results
- Develop complete database of Camp Ministry Alumni
- Maintain well organized, accessible resource files and inventory of program related materials and equipment
- All databases and records are the sole property of Camp Okoboji and shall be maintained on systems belonging to Camp Okoboji

RESPONSIBILITIES - Reporting

- Provide pre-program breakeven analysis for each program
- Provide program summary report to Executive Director after each program

- Provide quarterly report to Board of Directors summarizing program results and accounting results
- Provide annual report to Board of Directors summarizing activities and program results

RESPONSIBILITIES - Miscellaneous

- Shall have a willingness and ability to work flexible schedule including weekend and evening hours
- Day and overnight travel as needed and approved by Executive Director
- Willing to put personal desires aside for the good of the camper and guest

SPECIAL NOTE: Every effort is made to make this job description comprehensive. Responsibilities shall also include “Other duties as assigned”. The Executive Director may modify this job description at any time to reassign tasks or to include additional duties and responsibilities.