

**CAMP IO-DIS-E-CA
JOB DESCRIPTION**

2024-

JOB TITLE: Director of Programs and Retreats (DPR, Program Director)

REPORTS TO: Camp Director, Program Committee

POSITIONS SUPERVISED: None

BASIC FUNCTION:

The Camp Io-Dis-E-Ca Board of Directors employs a Director of Programs and Retreats to be responsible for coordinating and implementing on-site usage of Camp's property, facilities, and programming by campers, user-groups, and other guests.

The most important aspect of the Program Director's position is to operate Camp Io-Dis-E-Ca at all times to the glory of God. The Program Director shall plan, conduct, and operate all programs offered at Camp Io-Dis-E-Ca in accordance with the doctrine and practice of the Holy Scriptures, the Lutheran Confessions, and the doctrinal statements of the Lutheran Church- Missouri Synod. The Program Director shall remain a member in good standing of an area LC-MS congregation and possess a good understanding of the Camp Io-Dis-E-Ca Constitution, By-Laws, Policy Manual, and Strategic Plan.

DUTIES:

1. CAMP PROGRAMS

- a. Develop, promote, implement, and lead the summer camp program.
- b. Be an active participant in producing and evaluating all Christian teaching.
- c. Lead recruiting, hiring, and training of summer staff.
- d. Create, plan, and evaluate Camp activities and programs.
- e. Implement safety procedures in all Camp programs and operations.
- f. Maintain and oversee usage and completion of logs regarding program equipment, medical supplies, and incidents.
- g. Personally oversee the proper usage and care of all program equipment.

2. RETREATS & USER-GROUPS

- a. Coordinate the usage of Camp's facilities with user-groups and secure contracts.
- b. Host user groups by greeting, providing orientation to user-group-leaders, providing programming, and checking groups out.
- c. Timely coordination of hosting and programming responsibilities with pertinent Camp staff.
- d. Attend IDE Youth Committee Meetings.
- e. Give tours to prospective user-groups.
- f. Prepare facilities and activities in advance of user-group arrival.
- g. Ensure Camp policies are being followed by user-groups and guests.
- h. Develop year-round Camp retreat programs consistent with her mission.

3. MISCELLANEOUS

- a. Assist, as needed, in maintenance and upkeep of Camp grounds, property, and equipment.
- b. Present at congregations and schools across the Iowa District East to promote Camp Io-Dis-E-Ca.
- c. If necessary, assist in the kitchen at the request of kitchen staff.
- d. Conduct self under the guidelines of Camp policy and procedures.
- e. Assist in developing and distributing camp mailings and publications.
- f. Produce and post regular social media content.

4. ADDITIONAL DUTIES

- a. Oversight
 - Supervise, either directly or through delegation, all activities of the Camp according to, and consistent with, the policies of the Board.
 - Represent the Board/Camp as a liaison between the Board/Camp and other organizations and entities.
 - Attend and participate in all meetings of the Program and Finance Committees and make recommendations affecting the Camp, except when the Program Director's employment or salary is under consideration.
 - Report to the Board such matters deemed material to the understanding and proper management of the Camp or as the Board may request.
 - Make recommendations for the selection of employees as necessary within the limits of budgetary provisions and subject to the appropriate Board Committee and final Board approval (No full-time employees shall be hired or terminated without Board approval).
- b. Staff Leadership
 - Review and supervise all staff in relation to the established policies of the organization.
 - Be responsible for accurate and complete personnel records for contract summer and contract seasonal staff.
- c. Mission Advancement
 - Raise funds for Camp operations and projects.
 - Oversee planning and success of fundraiser events.
- d. Financial Duties
 - Assume responsibility for the overall financial planning of the Camp and for the preparation of the annual budget - both in conjunction with the Board Finance Committee.
 - Implement and follow policies to assure the safe and appropriate handling of all money, transactions, deposits, bank accounts, investments, and payments.
 - Provide to the auditor all necessary records and supporting documentation.

e. Promotions and Publications

- Oversee completion and distribution of both digital and printed Camp publications.
- Develop a public relations and communications plan to effectively communicate the mission of Camp Io-Dis-E-Ca.
- Make presentations, attend conferences, welcome parents, and other guests as necessary to demonstrate the love and concern we have for the Camp and its guests.

f. Miscellaneous Duties

- Make administrative decisions, within the framework of Board approved policy and procedures that are necessary for the proper day-to-day functioning of the Camp.
- In conjunction with the Site Manager, assist with audits and inspections for safety hazards, health hazards, and environmental hazards as required by law and which might be prudently expected.
- In conjunction with the Site Manager, be responsible for the general efficiency and operation of the Camp including program, grounds, facilities, and equipment.