

Portage Lake Covenant Bible Camp

Program Director

Job Description

Qualifications:

- Vibrant faith in Jesus and passion to promote that faith in others
- (Preferred) College degree and at least 5 years of experience working with youth at camp, in a church, or parachurch organization
- Strong interpersonal skills, ability to forge positive working relationships, excellent written and verbal communication skills, and team-oriented servant attitude
- Noted leader, self-motivated, creative, and ability to administrate and meet deadlines
- Support and extend the mission Portage Lake Bible Camp & the Evangelical Covenant Church

Job Summary:

The Program Director ensures excellence in programming during retreats, summer camp, and for other guest groups. He or she is responsible for planning and executing the schedule of each camp or group as well as provide direction and support to staff and volunteers to efficiently serve campers. This work involves but is not limited to hiring, training, and managing summer staff; scheduling retreat and summer staff; promotional visits to churches and maintaining those relationships; developing the summer theme including daily themes and day-camp counselor material; and work with other full-time staff to help campers to grow in faith and have an exceptional experience.

SUMMER

- Recruit, train, and manage summer staff including development of staff manual
- Develop summer theme, create daily theme material, tailor theme to kid & family camps
- Create and keep staff schedule and develop program schedule with new and legacy ideas
- Identify and recruit speakers for kid's camps
- Coordinate SWIM team (junior staff) recruitment and program development

RETREAT SEASON

- Develop and execute retreat programming
- Recruit, schedule and manage needed volunteers for retreats
- Identify and recruit speakers and bands for retreats
- Communicate with youth leaders and retreat leaders to maximize retreat experience

PROMOTION

- Nurture relationships with GLC churches, youth leaders, and outside retreat leaders
- Responsible for scheduling and staffing church visits and college recruiting events

GENERAL

- All staff participates in general maintenance, cleaning, programming, and promotions
- Attend ACCCC denominational gatherings and CCCA regional events