



SHETEK

LUTHERAN MINISTRIES

PROGRAM DIRECTOR

The Executive Director assumes final authority and all staff are finally accountable to the Director for all facets of the mission and operation of Shetek Lutheran Ministries (SLM). Within this accountability, the Program Director shall receive the delegated authority and responsibility to carry out the tasks described below.

OVERVIEW OF POSITION

The Program Director shall be able to effectively communicate the Gospel within the context of Lutheran Theology, and be committed to SLM's philosophy and program as it exists and continues to develop within the mission of the Evangelical Lutheran Church in America.

RESPONSIBLE TO

The Executive Director of Shetek Lutheran Ministries.

QUALIFICATIONS

1. Commitment to Christian camping as a vocation, and a desire to share the Gospel of Jesus Christ with campers of all ages
2. Be a member of the Lutheran faith
3. At least 21 years of age
4. College degree or equivalent experience
5. Experience on camp staff, summer and/or full time
6. Organizational skills (good with details)
7. Promotional and public speaking skills
8. Ability and understanding of extending and teaching hospitality
9. Program planning and leadership skills
10. Able to facilitate initiative courses and adventure-based learning.
11. Effective computer skills, including using social media as a tool
12. Ability to solve problems while working under stress
13. Abide by the Code of Ethics of the American Camping Association (ACA)
14. Commitment to risk management policies and procedures (familiarity with ACA standards preferred)
15. Musical skills (e.g. sing, guitar) (preferred)
16. Willingness to live onsite for minimum of one year (preferred, if feasible)
17. Willingness to serve at whatever needs to be done, including working 50 hour weeks or more when needed
18. Willingness to work with flexibility, as part of a team
19. Experience with Microsoft Office programs, email programs (gmail) and registration software (database) desired

RESPONSIBILITIES

1. Summer:

- a. Plan and implement summer programs and curriculum with the safety of the campers and staff as a top priority.
- b. Work with the Executive Director in securing a competent summer ministry team
- c. Develop and maintain a year round, on-going, proactive and innovative program for summer ministry team recruitment including on-going contact with former staff, presence on college campuses, virtual recruiting, college internship programs, enlisting recruitment help from pastors and member congregations, etc.
- d. Plan and lead staff training in consultation with Executive Director
- e. Direct summer program, program staff and day camps, including weekly assignments for staff to programs/cabins
- f. Support the summer ministry team in their ministry
- g. Supervise summer ministry team, including timely evaluations during and at the end of summer program
- h. Welcome and involve pastors, advisors, and youth directors in programs
- i. In a timely fashion coordinate/assign leadership and program staff for weekends, trips and events
- j. Lead weekly staff meetings and lead or delegate daily staff meetings and weekly closing worship

2. Retreat Season:

- a. Program SLM sponsored events and retreats, secure staff and resource people.
- b. Coordinate with Retreat Coordinator, Food Service Director and Maintenance with logistical information in a timely manner (numbers, facility needs, schedule, etc.)
- c. Promote retreats through written material, visits and social media
- d. Plan, recruit and train staff and secure necessary resource people for SLM programs
- e. Schedule, train and recruit staff for camp promotions on Sunday mornings and Wednesday evenings, as needed
- f. Serve as a resource for congregations, youth directors and pastors, as requested
- g. Work with synod, other camps, and colleges in securing, training, and scheduling staff for all types of outreach and educational experiences, as needed, for example – Synod Jr. and Sr. High Gatherings
- h. Serve as retreat host as needed

3. General:

- a. Be familiar with ACA Standards regarding Program and assist with Annual Accreditation Review and/or ACA site visit.
- b. Assist with the responsibility for maintaining documentation & record keeping related to the ACA accreditation
- c. Work with Executive Director to develop and promote new programs, retreats -

special needs, age specific and cross-generational following Shetek's strategic plan goals

- d. Produce brochures and communications
- e. Assist in developing marketing plans and actively promote all SLM sponsored programs.
- f. Attend conference, synod, special events as requested
- g. Communicate with and visit member congregations
- h. Attend Board of Directors meetings, if requested
- i. Participate in corporation meetings
- j. Serve as Director in absence of the Executive Director
- k. Promote/schedule "Camp Sundays" and "Camp Wednesdays" for visiting member congregations and promoting SLM's programs
- l. Attend outdoor ministry conferences, gatherings and continuing educational opportunities
- m. Oversee the operation of the canteen, including ordering inventory every year
- n. In consultation with the Executive Director, evaluate the programs offered by SLM
- o. Refer to Program Director manual for details/timelines of annual responsibilities

4. Other duties as assigned.

TERMS

This position is exempt, full-time. This person will be hired for an indefinite term, subject to termination in accordance with the Personnel Policies of SLM.

EVALUATION

The Executive Director will conduct a review at three and six month's employment, and conduct an annual review/evaluation going forward.

BENEFITS

Salary range based on education and experience

Two weeks paid vacation, sick leave and holidays following SLM Personnel Policies

Vehicle available for camp business

Laptop provided, cell phone partially reimbursed for camp use

Continuing education

Benefits are through Portico and include health insurance, dental insurance, disability insurance, life insurance and contributions to a retirement/pension program through Portico/Fidelity

Housing and utilities, including internet (except TV service) provided onsite, if feasible