



Position Description

8/5/19

Title: Program/Assistant Director of Camp Lake Stephens

Purpose:

- To supervise and coordinate all aspects of summer program and retreats to provide the highest level of hospitality attainable for all campers and guests.
- Manage a nine-month intern program to facilitate leadership and vocational discernment for the interns and integrate the interns to cover hospitality, program development, housekeeping, and guest services.

Accountability:

The Program Director is accountable to the Executive Director of Camp Lake Stephens.

Responsibilities

1. Responsible for leading, scheduling, planning, promoting, and supervising the creative design of new and innovative programs that fulfill the strategic vision of Camp Lake Stephens with cooperation from the Executive Director
2. Responsible for expanding access to new and diverse groups of children, youth, and adults by being active and visible in the community and developing strategic partnerships with other professional, civic and private organizations.
3. Responsible for leading effective execution of new and existing camping and retreat programming
4. Research, recommend, and adapt program curriculum and make suggestions for program enhancement
5. Recruit, interview, hire, train, and supervise the paid and volunteer summer and seasonal staff
6. Market Camp Lake Stephens programs to children, families, churches and communities within the Mississippi Conference and beyond.
7. Develop and manage Camp Lake Stephens budget for programs in consultation with the Executive Director
8. Make presentations as available to churches, Conferences and other areas promoting the programs and mission of Camp Lake Stephens.
9. Maintain the standards and traditions of the General Board of Global Ministries Camping Ministries of the United Methodist Church, Camp Lake Stephens, and American Camp Association
10. Work with Executive Director and Board of Directors to evaluate and enhance existing programs and develop new programs that meet the needs of the Mississippi Conference
11. Oversee management of program activities offered at Camp Lake Stephens (i.e. High Ropes Course, Initiative Course, Zip Line, Waterfront/Pool, Archery, Outdoor Education, etc.)

12. Coordinate intern program to provide hosting services as needed for groups using the Camp Lake Stephens facilities, development of non-summer retreats, and provide hosting as scheduled with retreat groups
13. Coordinate evaluation and follow-up procedures for all Camp Lake Stephens sponsored events
14. Work together with all of the Camp Lake Stephens staff for the welfare of all Camp Lake Stephens guests
15. Assist Camp Lake Stephens staff in providing routine maintenance functions as appropriate to program development (i.e. routine maintenance and inspection of program areas, assist in housekeeping for building turnaround, etc.)
16. Other duties as assigned by the Executive Director or dictated by the needs of Camp Lake Stephens

Knowledge and Abilities

Required:

- Possess a firm understanding, belief, and faith in Jesus Christ as understood through the United Methodist theology
- 3-5 years camp and retreat program management experience
- People skills: This person must understand and relate well with children, youth and adults
- Able to facilitate high ropes and initiative course
- Willing and able to work 50-60 hours weeks during the summer program season and available to work weekends as dictated by retreat and program groups throughout the year
- Public speaking and excellent communication skills
- Physically able to travel the trails and roads that connect the various program elements and facilities at Camp Lake Stephens
- Be at least 23 years old

Preferred:

- A working knowledge and understanding of the United Methodist Church
- Bachelors Degree in a related field (e.g. Recreation, Christian Education, Youth Ministry, etc.)
- Knowledge of and experience with the American Camp Association accreditation standards

Evaluation

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

Terms

This person will be hired for an indefinite term, subject to termination in accordance with the Personnel Policies of Camp Lake Stephens Camp, Conference and Retreat Center. This is a full-time, exempt position.

Benefits

Annual salary range of \$32,000 – \$39,000 based on experience

Housing and basic utilities provided

Health insurance for employee with option to add family at employee's expense

Retirement program available