

Bethany Birches Camp Job Description

Position: Program Director

Brief Job Description:

The BBC Program Director is responsible to lead and train the summer and winter staff teams and create, develop and implement programs for ages 5-17 for both summer and winter camps. Various other camp tasks are assigned according to skills and gifts. As a small organization the few year-round staff fulfill many roles throughout the year. From facilities to office, communications to fundraising. We do what needs to be done!

Qualifications:

- 1) An understanding of and commitment to Bethany Birches Camp's mission
- 2) Supervisory experience and proven relationship skills
- 3) Leadership experience
- 4) Knowledge of current culture and youth
- 5) Strong communication skills
- 6) Experience in camping/ministry/outdoor education ideal but not required
- 7) Bachelor's degree
- 8) Understands the importance and relevance of Jesus Christ and seeks to follow him
- 9) Active member in a Christian Church, ideally with an Anabaptist perspective.
- 10) Physically capable of the rigors of camp (BBC is a wilderness camp on a mountain side)
- 11) Outstandingly FUN!

Requirements: This position requires vision, strong managerial skills, leadership, strong relational skills, energy, a strong Christian faith commitment (preferably an Anabaptist perspective), adaptability, a love for youth and a passion for outdoor ministry.

The seasonal cycle of our work makes it worthwhile to list the responsibilities of the position by time of year. That listing is below. It is important to understand that this is not a comprehensive listing and other duties may be required and some of these may not be required. The below list does not talk about the important work of strategizing and envisioning the next steps for the overall BBC program.

Tangible Responsibilities by Season:

Pre-Summer and Winter Camps Duties:

- Staff orientation preparation and planning
- Recruiting and communicating with incoming staff
- Preparing weekly summer schedules
- Training program staff
- Directing program staff in planning:
 - o Major Program Activities
 - o Theme Days/Events
 - o Approving supply purchases
 - o Arts and Crafts preparation
- Planning/Directing Leadership Development Programs
- Office Tasks:
 - o Registration communication
 - o Tier Pricing documentation
 - o Marketing
 - o Answering phones/emails

During Summer and Winter Camps Responsibilities

- Staff supervision
 - o Leading staff meetings
 - o Observing shelter chats and mealtimes
 - o Meet with each of your direct reports weekly and do mid-summer performance review
 - o Offer informal feedback and be available for support
- Available for camper needs
 - o Emotional needs (homesick, etc) – communicate with nurse and parents
 - o Disciplinary needs
 - o Physical Needs (injury, illness, etc) – communicate with nurse and parents
- Communicate with Parents
- Oversee Program Staff leading program activities
- Oversee Volunteers including:
 - o Shepherds
 - o Program volunteers
- Communicate with kitchen
 - o Related to schedule or weather-mandated changes
 - o Number of people on site
- Office Tasks related to your ongoing work
- Encourage, support and have fun with staff and campers

Post Summer/Fall Responsibilities

- Office Work
 - o Billing
 - o Summer Stats
 - o Summer Recap
 - o Staff Evaluation
- Auction Preparation and Assistance
 - o Website Posting
 - o Volunteer Recruiting
 - o Item solicitation
- Rental Coordinating
 - o Coordinate cleaning of facility
 - o On site greetings, oversight, etc
 - o Billing, communicating, etc
- Program Planning:
 - o Winter:
 - Recruit Staff and Volunteers
 - Marketing Communication
 - Registrations and Confirmations
 - o Summer:
 - Plan and publish dates
 - Plan and publish theme
 - Begin past staff recruiting

Hours: Camp is seasonal. Expect to be at camp long days during the summer. We believe in Sabbath and work hard to accomplish a 24-hour break period each week during summer and winter camps (though it's not usually on Sunday). The winter schedule is varied. Fall and Spring are much less rigorous and allow for great flexibility. Expect more than 40 hours most weeks and a lot of vacation time in the off seasons.

Compensation:

All below commensurate with experience and negotiable

- \$24,000 – \$28,000 starting salary
- 600 sq. ft. modern apartment included (full kitchen and bath). If you require more space we would need to discuss
- Meals included during summer and winter camps
- 3-5 weeks paid vacation
- Health insurance