

GLLM Director of Program Ministries

Job Description

Green Lake Lutheran Ministries (GLLM) is a camp and conference center ministry of the ELCA. Employees shall manifest a spirit of Christian hospitality and service in graciously dealing with guests and all other people, and a strong sense of commitment to teamwork with other employees.

Responsibilities:

1. Work as the overall summer director of all programs of GLLM. Those include Camp House, GLBC, Shores of St. Andrew and off site programs. (i.e. Day camps, high adventure, adult tripping etc...)
2. Continue development and evaluation of programs and schedules for the entire year with special emphasis on adult and group retreats as well as the summer program.
3. Strongly encourage use of GLLM facilities and programs among potential user groups
4. Recruit quality individuals as seasonal staff members.
5. Train, supervise and evaluate seasonal staff members with special emphasis on summer staff training, leadership staff and winter staff.
6. Deal with all discipline and conflict issues that may arise, directly related to programming as well as boundary issues with seasonal staff.
7. Share responsibility for the canteens (purchasing, sales and inventory control) with Business Manager
8. Work with Retreat Coordinator concerning groups who request special programming help and track trends and needs of congregations and guests.
9. Be actively involved in ongoing public relations efforts such as:
 - Pastoral visits and meetings
 - Congregational visits
 - Prospective users visits
 - Council visits
 - Sunday School promos
 - Temple Talks and worship assistance
 - Synod events and Youth Ministry gatherings
10. Work with Advancement Office to develop promotional materials—summer brochure, promo DVD, music CDs, etc.
11. Liaison with the GLLM Program Committee of the board.
12. Be a positive Christian role model for all guests and staff.
13. Be flexible and open to change
14. Assist with any other tasks, as needed, to provide the best experience possible for campers and guests.

Immediate Supervisor: GLLM Executive Director