



## Green Lake Bible Camp & Day Camp Program Director

*Updated August 2023*

### Summary

The Green Lake Bible Camp & Day Camp Program Director will provide premier adult, family, and day camp ministry experiences. With a passionate team, they will bring dynamic programming to our year-round retreat ministry and lead transformative adult & family summer camp experiences at Green Lake Bible Camp. As the manager of the Ministry Associate Program, you'll shape outdoor ministry leaders through community-building, education, and faith-growing opportunities. Through evaluation and market research, continue to grow and evolve impactful and appealing programs.

### Essential Duties and Responsibilities

1. Ensure delivery of high-quality family camp ministries
  - a. Design and implement family focused ministry opportunities that seek to engage and delight all who participate with a focus on deepening relationships and creating community.
  - b. Evaluate programs and incorporate data into future program design with a focus on growth.
  - c. Recruit highly engaging and relational family camp deans & artists/musicians in residence.
2. Ensure delivery of high-quality day camp ministries
  - a. Design and implement intentional, grounded, theologically sound, and spectacularly fun day camp ministry program that stands out amongst other summer opportunities.
  - b. Walk alongside interested congregations through the booking and invoicing process while managing an overarching booking calendar through CampBrain registration software.
  - c. Maintain day camp policy & procedure manual highlighting best practices and implementation plan.
3. Ensure delivery of high-quality year-round adult & family retreat ministries
  - a. Shape and lead highly engaging retreat programs that seek to connect faith and life through purposeful and intentional time away and activity.
  - b. Clearly communicate with user groups needed information through marketing and pre retreat communication methods.
  - c. Evaluate programs and use data to grow the market for adult & family retreats at all sites.
4. Actively engage as a member of the program team
  - a. Proactively recruit, train, encourage, supervise, and evaluate summer ministry staff.
  - b. Collaborate to create a summer curriculum and theme with emphasis on adults, family, and day camp.
  - c. Communicate details to the marketing and communication team for promotion purposes.
  - d. Visit congregations, make presentations to promote programs, and maintain relationships with congregations.
  - e. Manage Ministry Associate program from recruitment through program implementation with specific operational tasks only taken on when directly assigned a Ministry Associate staff person to your area of program operations.
5. Other duties as assigned.

### Supervises

- Summer ministry staff
- Ministry Associates (as assigned)

### Qualifications and Requirements

1. Creative and innovative thinker. Individual who dwells in possibility.
1. Ability to connect with people from all backgrounds and generations and model radical hospitality.
2. Passion for high-quality experiences with an understanding of child development, theology, best practices in programming for different age groups.



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3. Excellent communication and organizational skills with an ability to collaborate amongst a team.
4. Ability to effectively supervise a diverse group of individuals. Strong coaching, teaching and training skills.
5. Demonstrated excellence in organizational, administrative, and managerial skills – ability to conceive, take initiative, and manage systems.
6. Worship and music skills (guitar, vocal, or other instruments) are highly desirable but not required.
7. Deep grounding in the Christian faith with experiencing connecting faith, grace, vocation, inclusion, and the Word of God with hospitality, joy, and community.

### **Working Relationships (Internal/External)**

1. Executive Director – Overall strategy and visioning guidance
2. Associate Director – Visioning and strategic choice guidance
3. Program Team – Holistic planning and implementation around curriculum, recruiting, hiring, promotions, worship, Ministry Associate program, and all programming
4. Hospitality team – Coordination of hospitality needs for programs and retreats
5. Registration and Reservation Manager – Implementation and communication of details for registration, contracting, and billing
6. Director of Marketing and Communication – program, retreat, and rental marketing

**Compensation:** \$47,200-\$50,000 / Full individual healthcare and 25% family / Dental insurance / 6% retirement contribution / generous PTO, holiday, and sick leave.

**Supervisor:** Associate Director

**Classification:** Exempt