

Green Lake Lutheran Ministries - Program Director

Updated September 2021

About Green Lake Lutheran Ministries

Green Lake Lutheran Ministries (GLLM) provides camping and retreat experiences where people experience the life-changing love of Jesus in community and creation. Founded over 80 years ago, GLLM has evolved into a diverse, multi-site, thriving ministry. GLLM's program encompasses a wide variety of summer offerings such as: youth programming for 1st grade through high school, family programs, and special programs (e.g., service learning, adventure weeks, camp designed for adults with developmental disabilities, etc.). GLLM also offers year-round retreat facilities at its Green Lake Bible Camp and Shores of St. Andrew Bible Camp locations where GLLM offers planned retreats and provides space for groups coming with their own programming.

GLLM operates on three sites – each uniquely beautiful with highly valued shoreline property:

- Green Lake Bible Camp near Spicer, MN
- Shores of St. Andrew Bible Camp near New London, MN
- Camp House near Two Harbors, MN

GLLM has nearly 200 member congregations who support and participate in GLLM's mission. There is a strong community of staff alumni, former campers, current campers, congregation members, and clergy who cherish the sites of Green Lake Lutheran Ministries and stay connected to the mission.

Director Profile

The Program Director will lead, in partnership with the Associate Director, Green Lake Lutheran Ministries into its next evolution of programming. A mix of creative skills, strong communication skills, administrative skills, and a passion for outdoor ministry is required. The GLLM Program Director will be grounded in Lutheran (or full communion partners – e.g., Episcopalian, Methodist, Presbyterian, UCC) theology, along with a strong orientation toward innovation and improvement.

Summary

The Program Director serves as a key member of our ministry team and leader within our summer camp ministries operation. In partnership with the Associate Director and Executive Director, they are responsible for developing a comprehensive, overarching vision and strategy for a year-round ministry for all generations that will engage GLLM's target audience(s).

This position will also create, design, and manage specific program offerings. They will establish methods and processes to effectively translate big picture strategy into the weekly, daily, and hourly programs. The Program Director is responsible for recruiting, training, and supervising all program-related staff on their summer camp site.

The Program Director will be responsible for one of GLLM's three camps in the summer and office out of Green Lake Bible Camp other months of the year. Specific fit will be discussed as process progresses.

Essential Duties and Responsibilities

1. Create and develop high quality, inspired, and innovative programming.
2. Ensure delivery of high-quality summer programming.
 - a. Plan and guide implementation of programs (including day camp).
 - b. Continuously evaluate programs and incorporate evaluation data into future program design.
 - c. Pro-actively recruit, train, encourage, supervise, and evaluate all program staff.
 - d. Maintain all safety procedures in accordance with GLLM policies and ACA standards.
 - e. Address problems and questions from parents and campers.
 - f. Perform mandatory reporting according to state law.
3. Train and coach summer staff, including personal faith formation.
4. Ensure delivery of high-quality year-round youth focused retreat ministry.
 - a. Plan and implement programs. Test new programs and audiences. Continuously evaluate programs and incorporate evaluation data into programs.

- b. Coordinate with rest of GLLM to create an atmosphere of radical hospitality.
 - c. Design and facilitate youth retreats.
5. In coordination with Associate Director and Executive Director, the Program Director will visit congregations, make presentations to promote programs, and maintain relationships with congregational pastors and youth ministers.
 6. Collaborate with GLLM staff responsible for marketing, communications, and development.
 7. Other duties as assigned.

Supervises

- GLLM summer ministry staff

Qualifications and Requirements

1. Creative and innovative thinker. Individual who dwells in possibility. Highly relational individual – ability to connect with people from all backgrounds and all generations. Ability to build a cohesive team.
2. Previous experience in an outdoor ministry is highly desirable.
3. Demonstrated excellence in program innovation and creativity, organization, and the ability to take concepts and execute.
4. Ability to effectively supervise a diverse group of individuals. Strong coaching, teaching and training skills. Direct communicator.
5. Worship and Music skills are highly desirable. Guitar, vocal, or other instruments.
6. Ability to model radical hospitality.

Working Relationships (Internal/External)

1. This position works closely with
 - a. Associate Director – visioning and strategic choice guidance
 - b. Director of Hospitality and Retreat Ministries – summer program coordination and year-round youth retreat planning and implementation
 - c. Executive Director – overall strategy and marketing coordination
 - d. Director Property and Facilities – coordination on facilities’ needs for programs and retreats
 - e. Camp Registrar – implementation and communication of camp details for registration purposes

Salary:

Salary Range \$36,500 – \$41,500
 Full employee medical insurance provided / 25% Family
 Full employee dental insurance provided / 25% Family
 6% employer paid retirement
 2 weeks of paid time off
 10 paid holidays
 Sick leave accrued at one day per month of employment
 Various other benefits and perks

Supervisor: Associate Director

(Check One)

Exempt

Non-Exempt