



## Program Director

### *Job Description*

**Mission:** Proclaiming Jesus and reflecting his love through a high-quality Christian Camp experience.

**Vision:** LBBC is a place set apart where the heart, mind, body, and soul of every guest can encounter the living God.

#### **Organizational Relationships:**

- Reports to Executive Director
- Responsible for Ministry Staff, Summer Staff, Summer Volunteers, Leadership In Training (L.I.T.) leaders
- Coordinates with Guest Services Director, Solid Rock Director, Food Service Manager, and Properties Manager

#### **Overview:**

The Program Director is responsible for all Lake Beauty Ministries (LBM) programs and developing and directing them in a manner that is consistent with the mission and goals. The Program Director accomplishes this by managing program staff and volunteers, developing and executing programs, promoting camp programs and staffing needs, building off-site relationships with youth pastors and summer staff, and growing professionally and spiritually. The program director is also responsible for maintaining the activities around camp.

#### **Job Responsibilities:**

##### **1. Program Staff Management**

- o Recruit, hire, train, and evaluate summer staff, speakers, and summer volunteers (personnel 33+).
- o Hire, train, collaborate, and evaluate Ministry Staff during their one year.
- o Recruit or hire healthcare professionals and worship leaders for summer camp and winter retreat sessions hosted by LBM.
- o Recruit volunteers to assist with non-summer retreats.

##### **2. Program Development and Execution**

- o Develop and execute a creative theme that includes spiritual concepts, décor, and curriculum for summer and retreat programs.
- o Develop and execute summer and retreat camps.
- o Create schedules and activities for each summer week.
- o Prepare reports for LBM (missions, spiritual decisions, camper count).
- o Continue communication with parents and churches via camper evaluations, first-time decisions, and disciplinary measures.
- o Develop and maintain marketing materials for LBM – via social media and the website media.
- o Develop and collaborate L.I.T program and train L.I.T. leaders for program execution.
- o Create and edit specific activity handbooks as well as summer staff handbooks.
- o Develop new methods to mentor and invest in summer staff and volunteers year-round.

##### **3. Activities Development and Execution**

- o Maintain and operate Ropes courses (certification and maintenance requirements).
- o Maintain, inventory, and create new ideas for Waterfront.
- o Continually inventory and update Audio/visual needs.
- o Maintain and create new ideas for Recreational activities.
- o Maintain and train Ranch facilities and equipment.

#### **4. Promotion**

- Coordinate, communicate, and visit churches in order to promote LBM summer and winter programs.
- Prepare promotional material, i.e., printed, internet, video, and display items.
- Recruit volunteers, kids, and adults to participate in LBM programs.
- Recruit summer staff from colleges and universities.
- Build relationships with pastors so that they desire to use LBM as a ministry resource and extension of their church ministry.
- Attend Youth Pastor's Connection meetings.
- Preach at churches to bridge camp ministry with their ministry.

#### **5. Personal, Professional, and Spiritual Development**

- Maintain involvement in a local evangelical church.
- Actively seek to learn about the current culture and state of youth to apply best practices for programming at camp.
- Actively network with leaders and other program directors.

*Additional tasks:* Work with area departments as needed to clean, prepare, and help maintain camp areas.

#### **Desired Education and/or Experience:**

- A minimum of a Bachelor's degree in Youth Ministries or Biblical studies equivalent
- 2 years or more experience as a program director or equivalent in full-time ministry

#### **Desired Knowledge, Skills, and Abilities:**

- Knowledge in biblical studies sufficient to train and develop summer, retreat, and L.I.T. curriculum
- Knowledge of camping ministry to effectively work with other directors and train and lead program interns, summer staff, and volunteers
- Ability to effectively manage time to plan and program daily, weekly, and camp session schedules
- Ability to effectively lead, organize, and communicate in large and small groups of people, from children to adults
- Ability to effectively organize and prepare promotional materials that clearly communicate LBM programs
- Ability to hire, recruit and evaluate staff and volunteers
- Ability to effectively train and organize staff and volunteers to carry out the mission, policies, and procedures of LBM programs
- Ability to effectively communicate and teach/preach in church and camp settings
- Knowledge and ability to operate and maintain ropes, waterfront, and recreation areas (ranch?)
- Ability to effectively disciple, mentor, and spiritually lead staff and volunteers
- Ability to connect and build relationships with youth pastors and churches

#### **Desired Licensure/Certification:**

- Completion of academic degree(s)
- Willingness to become Lifeguard, First Aid, CPR, Ropes certified

**Send Resume and Cover Letter to Co-Solid Rock Director Grant Wenerberg at [grant@solidrockmn.org](mailto:grant@solidrockmn.org)  
Applications will be accepted until April 1, 2023, or until the position is filled.**