



JOB TITLE: Program Director

SUPERVISED BY: Executive Director

SUPERVISES: Children's Ministry Coordinator, Youth Ministry Coordinator, Adult Ministry Coordinator

POSITION OVERVIEW:

The Program Director will support and actively contribute in fulfilling the goals and mission of Covenant Harbor. With the primary focus on the development and oversight of youth and family programming, which includes children, youth, family, and adult programs. This manager-level position, in collaboration with other staff, will seek to develop and refine new and existing programs to ensure quality, fun, safe, authentic, and Christ-centered programming.

GENERAL QUALIFICATIONS:

The ideal candidate must:

- Be a committed and growing follower of Jesus Christ and actively involved in a local church.
- Be in agreement with and support of Covenant Harbor's mission and vision.
- Be an effective verbal and written communicator.
- Be in agreement with the Affirmations of the Evangelical Covenant Church.
- Have a passion for engaging people of all backgrounds and ethnicities to feel welcome, safe and accepted.
- Have experience hiring, training and leading staff and/or volunteers.
- Have the ability to teach a variety of ages in both large group and one-on-one settings.
- Self-directed, detail oriented, effective administrator with a passion for excellence in providing quality programming.
- Be in support of the tenets of the Summer Staff Covenant, which provides codes of conduct for summer staff.
- A planner who is creative, innovative, and decisive with the passion to follow through to execute the plan.
- An eagerness to "go beyond" the expectations to lead and serve alongside staff and volunteers to accomplish stated goals in providing quality programming for campers of all ages.
- Able to thrive under pressure in an ever changing environment and maintain a positive attitude.

Additional desired skills and experience:

- Social work, counseling or pastoral training and/or experience.
- Conversational abilities in Spanish.
- Certified lifeguard and/or boat driving experience.

EDUCATION AND TRAINING:

- A bachelor's degree or higher in Christian education, youth ministry, communications, education or a related field.
- Five years experience in camp program leadership or in youth ministry with oversight of a large multifaceted youth program.
- A valid driver's license and a clean driving record.
- An aptitude and willingness to become proficient in MS Word, Excel, database and similar programs.

SPECIFIC DUTIES:

Under the supervision of the Executive Director and working in cooperation with the Children's, Youth, and Adult Coordinators, the following are responsibilities for this position:

A. Leadership

- Lead the Children's, Youth, and Adult Ministry Coordinators as well as Ministry Staff and summer staff.

- As a member of the executive team, lead or co-lead a variety of short-term and ongoing initiatives required to run a camp. These initiatives may include areas such as Ministry Staff, strategic planning assistance, government partnerships, hiring teams, or staff training.
- Responsible for the administration, championing, refining, training, and structure of Covenant Harbor's child protection plan.
- Cultivate a healthy and trusting community by tending to the spiritual, emotional, and physical needs of the program team, summer staff, and volunteers.
- Conduct and document performance reviews with staff.

B. Program Coordination

- Lead the development of all aspects of programming. This includes: developing themes, Bible curriculum, skits and activities, worship teams, and speakers.
- Share the vision for programming with staff, owner churches, and donors in order to generate enthusiasm and greater participation.
- Assist in marketing programs by providing photos, video clips, and quotes from campers and guests to the Marketing Coordinator and other staff who are able to help promote the programs.
- Maintain tools for gathering feedback on programs from campers, guests, and staff as well as distributing the results of the feedback to appropriate staff.
- Administrative duties to include:
 - Develop annual program budget and oversee expenditures.
 - Develop departmental operating procedures in compliance with ACA Standards in all aspects of programming in order to maintain American Camping Association Accreditation.
 - Develop a communication plan with parents and youth leaders.
 - Work with the Logistics Director in overseeing camp stores and program logistics and schedules.
 - Represent Covenant Harbor at conference, denominational, and camp association events as needed.

C. Children's and Youth Programming

- Lead the recruitment, hiring, and training of 70-85 summer staff for the summer ministry and in the recruitment of volunteers to assist with providing five winter youth retreats, Mom's & Daughters Retreat, and any future programs.
 - Design staff structure based on program needs and budget.
 - Create employment applications, reference forms, and contracts to comply with the standards set by ACA.
 - Schedule, conduct, and document interviews.
 - Conduct staff and volunteer training, including the production of an annual summer staff manual.

D. Adult Ministry Programming

- Oversee the Adult Ministry Coordinator in the planning and execution of Road Scholar programs (both on and off site) and any other future programs that may be planned.

E. Greater Covenant Harbor Ministry

- Be a positive, helpful, and active member of the staff community.
- Support and help with retreats and events at Covenant Harbor.
- Help effectively maintain and steward Covenant Harbor's resources.
- Teach and oversee Ministry Staff, other Covenant Harbor staff, and volunteers in shared tasks.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

The duties of this position are conducted both indoors and outdoors in all seasons involving irregular schedules, possible weekends and long hours. The Program Director is expected to have a significant presence on the grounds when programs are on-site which will necessitate a lot of walking. Covenant Harbor is built on a hill and although there are paved sidewalks, there are also many steps and steep inclines. Work is divided between sitting in an office, working on a computer, talking on the phone, working outside, and travel by car to meet with churches, youth pastors, potential summer staff, volunteers, and assist with special events away from camp up to fifteen overnights per year, occasionally lifting up to 50 pounds. Summer months require more than 40 hours a week with little time off.

SALARY & BENEFITS:

Type of Position: Full time salaried, year-round

Benefit Package: Salaried Exempt Position - Level IV benefits (Covenant Harbor's highest level of medical and annuity benefits)