

Camp Luz

Job description: *Program Director*

Purpose: To assist the camp director in fulfilling the camp's mission and vision by planning and implementation of summer camps, retreats, and other programmed events.

Time Commitment: Full-time; 35-50 hours/week. Some evenings and weekends required.

Qualifications

- Education- Minimum of a high school diploma or GED; college or graduate degree preferred
- Experience- Past experience in program development, implementation, and oversight in a camp or other ministry setting is preferred, but not necessarily required.
- Fully embraces the Mission, Vision, and Statement of Faith of Camp Luz (available at camp luz.com)
- Have accepted Jesus Christ as Lord and Savior and are living out a mature Christian faith in fellowship with other believers in a local church setting.

Attributes

- Passionate about seeing others grow in their faith in Jesus Christ
- Desire for continuous growth personally and professionally
- Able to communicate clearly with people of various ages and backgrounds
- Capable of working independently in coordination with other members of the year-round team
- Willing to take responsibility and be held accountable
- Organized and able to set priorities and adapt to changes
- Proficient use of technology (email, office programs, social media platforms, etc.)

Accountability

- Directly accountable to the Camp Director

Primary Responsibilities

- Oversee planning, implementation, and evaluation of all Camp Luz programs to help the camp pursue its mission and vision.
- Lead the process of recruiting, screening, on-boarding, and supervising summer staff.
- Plan summer staff training in coordination with the Camp Director.
- Promote programs by creating marketing materials and coordinating their distribution.
- Provide updates on Camp Luz Programs to the Board.
- Schedule programs in consultation with the Camp Director and Guest Group Coordinator
- Develop new programs aimed at furthering the mission and vision of Camp Luz.

Additional Responsibilities

- Serve in "on-call" rotation with other year-round staff
- Participate in work days and special events.
- Additional duties will be assigned by the Camp Director based on needs and skill-set. Possible other responsibilities could include bookkeeping, communications, development/fundraising, etc.

Compensation

- Salary: starting salary dependent on education and experience
- Benefits: health and life insurance, H.S.A. contribution, retirement, paid vacation, and more.