

BRETHREN WOODS CAMP AND RETREAT CENTER  
JOB DESCRIPTION

TITLE: Program Director

RESPONSIBLE TO: Director

PURPOSE: To plan and implement a vigorous year-round camp program including camping, retreats, outdoor education, the challenge course, and outdoor adventure.

QUALIFICATIONS:

1. Committed Christian with a willingness to accept the teachings of the Church of the Brethren.
2. Exhibit a spirit of cooperation and commitment to a team relationship with other camp staff.
3. Personable style and skills in relating to staff, guests, and campers.
4. Training and/or experience in camp leadership, small group camping, and outdoor living skills.
5. Training and/or experience in supervision.
6. Self-motivated and flexible.
7. Administrative and clerical skills including word processing and computer use.
8. Organizational and planning skills.
9. Communicate outdoor ministries to individuals, groups, and congregations in the district and community.
10. College graduate preferred.
11. Acceptance of Program Director's responsibilities.

RESPONSIBILITIES:

1. General Operation
  - a. Maintain American Camp Association accreditation.
  - b. Implement American Camp Association accreditation standards related to Program-Aquatics, and Program-Design and Activities.
  - c. Fulfill the role of Director in his/her absence.
  - d. Host rental groups on a rotational basis.
  - e. Know the contents of the Staff Manual and abide by all camp policies and procedures.
  - f. Enforce camp policies, procedures, and health and safety regulations.
  - g. Assist in other areas of camp operation as needed.
2. Program
  - a. General
    - 1) Develop year-round program schedule and schedules for individual programs.
    - 2) Receive, confirm, or coordinate registrations.
    - 3) Provide program resources and supplies.
    - 4) Plan and lead program staff meetings.
    - 5) Secure evaluation of all programs with participants, staff, parents, etc.
  - b. Summer Camp

- 1) Plan for program progression.
- 2) Produce summer camp brochure and registration form.
- 3) Assign campers to living areas and family groups.
- c. Outdoor School
  - 1) Supervise Adventure Coordinator and assist as needed
- d. Challenge Course
  - 1) Supervise Adventure Coordinator and assist as needed
- e. Retreats
  - 1) Plan and implement a variety of retreat programs such as parent-child retreats, women's and men's retreats, spiritual retreats, Winter Camp, etc.
  - 2) Assign participants to living areas and groups.
3. Publicity and Promotion
  - a. Produce the *Echoes* camp newsletter four times per year.
  - b. Include camp information in District publications including the *Shenandoah Journal*, *Third Thursday Update*, and weekly update e-mails.
  - c. Promote camp in district congregations and the community through church visits, camp fairs, and other community or district events.
4. Personnel
  - a. Recruit program staff and volunteers. Recommend their employment to the Director.
  - b. Plan and implement training opportunities for camp staff and volunteers for each program.
  - c. Supervise and evaluate program staff and volunteers.
  - d. Maintain personnel files for all staff and volunteers.
5. Professional Growth
  - a. Attend Outdoor Ministry Association and American Camp Association events.
  - b. Obtain additional professional education as agreed upon with the Director.
6. District Relationships
  - a. Attend District Staff meetings.
  - b. Attend District Conference and promote camp through insight sessions, displays, and reports.