

Program Director

Red Willow Ministries, Binford, North Dakota

Classification: Year-Round, Exempt

Location: Summers at Red Willow; Off-season deployed to Fargo

Responsible to: Executive Director



PURPOSE:

The Program Director is the director of on-site summer camps and summer day camps as well as associate director for retreats and rentals at Red Willow Ministries year-round.

LOCATION:

This person lives and works on-site at Red Willow from mid-May to mid-August. In the off-season, they work out of an office in Fargo as well as on-site at Red Willow for retreats and rental groups, fundraisers, and occasional meetings.

RESPONSIBILITIES:

A. Prepares the summer camping season

1. Coordinates the camp theme, curriculum, activities, games, and crafts.
2. Recruits summer staff, including leadership staff, counselors, and support staff.
3. Works with the Executive Director to determine necessary staff numbers and roles.
3. Plans and executes leadership training and staff training.
4. Coordinates training for First Aid, lifeguarding, and other required certifications for summer staff.

B. Develops summer camp programming

1. Works with the Executive Director and Program Committee to develop, evaluate, and improve summer camp programs.
2. Plans and executes specialty programs such as Discovery Camp (for adults with disabilities) and Holy Hoops (basketball) camp.

C. Directs summer camp

1. Assures that summer camp complies with ACA standards.
2. Arranges necessary services for summer camp, e.g. contracts with nurses, buses, healthcare providers, etc.
3. Assigns weekly summer staff roles and cabin assignments.
4. Directs summer leadership staff with daily and weekly responsibilities.
5. Informs the kitchen of meal requirements and dietary restrictions.

D. Administers day camp

1. Coordinates with churches and affiliate organizations for summer day camps.
2. Schedules churches in the offseason.
3. Organizes, equips, and plans the schedule for day camp teams.
4. Delegates day camp leadership responsibilities amongst summer leadership staff

E. Markets summer camp

1. Works with designers and the Office Manager to produce brochures for summer camp and distributes brochures to camper families and churches.
2. Regularly visits churches and other partners in the region to promote camp.
3. Maintains records of summer camp for marketing purposes.

F. Assists with rentals and retreats

1. Directs cleaning staff to prepare locations for rental groups and retreats.
 2. Directs the kitchen staff with meal numbers and dietary requirements.
 3. Communicates with rental groups and the head cook to create a menu and assures orders through food services are correct and on-time.
 4. Provides desired programming for rental groups, such as lifeguarding, Bible studies, worship, or crafts.
6. Administers software for camp registration
 1. Prepares details of summer camp and inputs into camp registration software.
 2. Works with the Office Manager to assure all forms are up to date.
 7. Administers the canteen
 1. Orders all clothing, souvenir items, and food for the canteen.
 2. Oversees the leadership staff in canteen operation.
 3. Maintains inventory of canteen during summer camp season.

QUALIFICATIONS:

1. Committed to outdoor ministry, Lutheran Outdoor Ministry, and the mission of Red Willow Ministries
2. Minimum undergraduate degree
3. Minimum two summers or one full year of outdoor ministry experience
4. Self-motivated, a team player, creative, flexible, and able to adapt on the fly
5. Passionate about sharing their faith
6. Strong leadership with excellent interpersonal and communication skills
7. Ability to train and supervise others
8. Ability to maintain high level of confidentiality
9. Digital Literacy
10. Competence in program areas such as worship, Bible studies, waterfront, pool activities, environmental education, arts and crafts, and games.

Working conditions

This position requires working in special conditions such as day and/or evening hours, weekends, both indoor and outdoor, some holidays, and to work with campers who may be challenging.

Physical requirements

Must be able to stand for extended periods of time, lift heavy objects, and walk extended distances with few breaks.

Direct reports

Summer Staff

Leadership team, counselors, junior counselors, resource staff, and support staff

Head cook

Cleaning Staff

Compensation

Salary dependent on experience.

Medical stipend, paid time off, sick leave, and family leave provided.

