

# PARK RIVER

## · BIBLE · CAMP ·

### Program Director – Job Description

#### **Personal Qualities**

##### *Theology*

1. Profess faith in the Triune God and salvation given freely through God's Son, Jesus Christ.
2. Believe the Bible to be God's inspired word, the only source and rule of faith, doctrine and life.
3. Know and teach consistently with the Lutheran Confessional writings.
4. Promote ecumenical relationships with all churches that confess Jesus Christ as risen Lord and Savior.
5. Commitment to servant leadership style
6. Attends a Lutheran church regularly

##### *Vision*

1. Future-oriented focus that seeks to implement PRBC's Statement of Faith and Purpose
2. Inspire others to see possibilities for greater service to the church and community
3. Sense of strategic timing and planning

##### *Management*

1. Ability to surround self with capable, trusting people
2. Involve a variety of people in decision making
3. Elicit trust through openness and shared leadership style
4. Willingness to delegate responsibilities and oversee their completion

##### *Relationships*

1. Sensitive to and responsive to the needs of groups and individuals
2. Ability to develop person-centered relationships with our constituency
3. Organizational expertise to function effectively with the church structure

##### *Personal Life*

1. Maintain a life style that is above reproach and consistent to one serving in Christian ministry
2. Previous camping as a staff person at a Christian camp

##### *Specific Camp/Youth Ministry Related Knowledge*

1. Have experience working with youth in a camp or church setting
2. Understand the changing needs and desires of youth and children as they mature.
3. Possess the organizational skills needed to schedule, program and lead summer camps, retreats and other ministry events.
4. Possess the communication skills needed to recruit and train staff, promote camp events and invite other people to support and attend the ministries of Park River Bible Camp
5. Possess the teaching ability to train staff, carry out programs, and pass on the Christian faith.
6. Have experience with camp related activities

## Program Director – Job Description

### **Job Responsibilities**

#### *Program Oversight*

1. The Program Director will plan:
  - A. Summer onsite camp sessions for youth, children, and persons with disabilities
  - B. Summer VBS sessions for children
  - C. Year round camp sessions for youth, children and persons with disabilities
  - D. Opportunities for adults to attend Camp Ministry functions
2. The Program Director will lead and help evaluate summer onsite, VBS, and year round camp sessions for youth, children, persons with disabilities, and adults.
3. The Program Director will prepare:
  - A. Curriculum for summer and year-round camp sessions for youth, children and persons with disabilities
  - B. Curriculum for summer and year round staff training
4. The Program Director will assist with the hiring process and train
5. The Program Director will maintain a working relationship among staff including full time, part time, summer staff, and volunteers.
6. The Program Director will maintain and obtain program equipment

#### *Program Development*

1. The Program Director will invite groups to rent out/utilize PRBC's facilities
2. The Program Director will serve these groups in various roles facilitating the activities available to them at PRBC. *These include our challenge courses and paintball field*
3. The Program Director will, in coordination with other full time/year round staff see that all camp rental groups are provided with a retreat/event host.

#### *Program Promotion*

1. The Program Director will oversee/produce brochures, postcards, and posters for programmed PRBC events.
2. The Program Director will oversee/produce/assist with the PRBC proclaimer
3. The Program Director will oversee/assist with acquiring and manning a booth at the Annual Walsh County Fair
4. The Program Director will visit area congregations, Sunday schools, youth groups and confirmation classes for the purposes of inviting youth and children to attend PRBC.

#### *Public Relations*

1. With the assistance of all willing individual members of the Board of Directors and other Park River Bible Camp staff, the Program Director will maintain contact with:  
Pastors, campers, parents, financial supporters of camp, member congregations, PRBC Board Members, Group Homes, and Church offices

This contact may be maintained through: personal visits, letters, meetings, the Proclaimer, posters, brochures and special presentations

## Program Director – Job Description

### *Financial Development*

1. The Program Director will operate within budget guidelines
2. The Program Director will assist with and evaluate fund raising activities

### *Future Development*

1. With leadership from the Board of Directors, the Program Director will help convey to the camp's constituency the specifics of future goals and plans.

### *Accountability*

1. The Program Director will be accountable to the Director of Ministries and the Board of Director's.
2. The Program Director will be evaluated by the Director of Ministries twice a year.