

POSITION DESCRIPTION

PROGRAM DIRECTOR, BLUESTONE CAMP AND CONFERENCE CENTER

PART TIME

Purpose: The Program Director will provide leadership, direction, and management of Presbytery summer camps, programs and retreats at Bluestone Camp and Conference Center. The Program Director will coordinate the calendar year of Presbytery events, communicate with counselors, medical personnel, volunteers and campers, and be in charge of camp curriculum and the extracurricular activities that support the curriculum. The Program Director will work closely with the Camp Facilities Director. The position will coordinate all marketing, communications and merchandising efforts for the Camp.

Accountability: Accountable to the Administration Committee and supervised by the General Presbyter.

Term of Service: Indefinite

Background Qualifications:

- A bachelor's degree, or the equivalent in experience. At least one year in a camp leadership position. Must have completed or be willing to complete the Compass Points Certification Program for Camp and Conference Leaders.
- Must be a committed Christian.
- Must be in good physical health: there will be a variety of different physical challenges including lifting, walking long distances and long nights.
- Should be familiar with and supportive of small-group camping experiences.
- Must have computer, verbal and written marketing and communication skills.
- Possess Bible study leadership skills and knowledge of Presbyterian theology.
- Ability to work collaboratively with others.
- Possess good leadership abilities and organizational skills.
- Be patient, enthusiastic, self-controlled and dependable.
- Hold current CPR and First Aid certification.

Responsibilities

- Summer Camp
 - Be knowledgeable and adhere to all camp policies, rules and guidelines.
 - Be responsible for any discipline, medical or program concerns.
 - Work collaboratively with summer staff and all volunteers.

- Oversee daily schedule during summer camp and make changes as necessary (rain plans, change of sleeping arrangements, food allergies).
 - Supervise counselors, CIT's and volunteers with clear expectations of each defined.
 - Provide training for all summer program staff.
 - Be the first line of communication with camp volunteers.
 - Work with the Bluestone Committee to evaluate existing programs and improve or change those programs if needed.
- Presbytery Retreats
 - Be present for all Bluestone Committee-planned retreats and assist in any way needed.
 - Work with the Bluestone Committee on retreat themes and ideas and securing leadership roles (Chaplin, guest speaker, retreat leaders, etc.).
 - Work with the Bluestone Committee to evaluate existing programs and improve or change those programs if needed.
- Additional Responsibilities
 - In coordination with the Facilities Director, prepare a draft of the annual budget in assigned areas (curriculum, summer and retreat activities, craft expenses, marketing and communications and merchandising).
 - Order summer curriculum and integrate it in the summer camp program.
 - Work with the Bluestone Committee to develop and implement marketing strategies to fill summer camps and retreats.
 - Visit churches and other organizations in order to promote Bluestone summer and retreat programs.
 - Visit and communicate with potential partners (Pipestem State Park, ACE Adventures, etc.)

Compensation: Reviewed annually by the Administration Committee with input from the Bluestone Committee and General Presbyter.

Evaluation: An annual performance review will be conducted by the General Presbyter with input from the Bluestone Committee and reviewed with the Administration Committee.