



Camp Omega Position Description: Director of Retreat Programs

Accountability:

The Director of Programs reports to the Executive Director of Camp Omega and is accountable in a peer-to-peer relationship to Directors of other departments.

Position Summary:

The primary purpose of the Director of Retreat Programs position is to provide overall leadership, direction, management of camp's retreats and programs and work in cooperation with the Executive Director of Camp Omega in the implementation of the promotional efforts.

Principle Duties and Responsibilities:

Program

- Provide direction and leadership for all on and off site camp programs
- Coordinate all guest group programming needs
- Provide direction and leadership for the Traveling Day Camp program.
- Implement/maintain a means for evaluating programs
- Monitor the mission value and fiscal value of camps and program and implement changes to better meet objectives.
- Develop written purpose statements for each existing and proposed camp/program that correspond to the camp's statement mission and purpose.

Human Resources

- Assist in the recruiting, training, coordinating, evaluating, supporting, year-round and seasonal program staff
- Assist in the recruiting, coordinating, training, evaluating, and supporting volunteers to assist with camp programs
- Promote staff unity, trust, harmony and spiritual growth.

Public Relations

- Collaborate with Executive Director of Camp Omega in promotional plans and efforts.
- Assist in maintaining and updating social networking sites
- Initiate, coordinate and implement annual chapel visits
- Maintain Camp Omega's presence in MNS congregations, schools and conference events by making visiting as requested and directed.
- Serve as speaker and presenter on behalf of Camp Omega

Operations

- Manage assigned budget responsibilities
- Provide required written reports for Executive Director
- Manage inventory, purchasing and sales for canteen
- Manage inventory and purchasing of program equipment and supplies.
- Coordinate and serve as Retreat Host as needed.
- Support office procedures and operations.
- Maintain American Camping Accreditation standards
- Uphold existing and recommend new policies and procedures.
- Support the general overall maintenance and specialty services.
- Recommend annual facility, equipment improvements and/or purchases.

Leadership

- Meet regularly with other Directors of Camp Omega as Leadership Team.
- Serve as leader, mentor, coach, and advisor to staff and volunteers.
- Make recommendations to the Executive Director .
- Serve and advisory role to assigned committee(s) or task force(s).
- Attend professional training seminars/conferences as needed or required.
- Other duties as they may be assigned or delegated.

Qualifications

- Ability to song-lead and play guitar.
- Be in good standing of the Lutheran Church - Missouri Synod
- Minimum bachelor's degree from four year college or other educational institution.
- Maintain certification in low and high ropes course facilitation
- Maintain first aid, CPR and lifeguarding certifications.
- Experienced and displayed leadership abilities in previous position

Training and Development

In addition to an ongoing study of God's Word, the Director of Retreat Programs should avail him or herself of opportunities to:

- read professional journals, papers and/or books about outdoors ministry,
- attend workshops, conferences, or other training that will enhance professional growth.

Hours of Service

Given the nature of this salaried position, hours can range from 35-70 per week. The Director of Programs must be flexible enough to meet the demands of the camp's programming services.