

Covenant Pines Ministries

Job Description

Job Title: Program Director CPBC

Reports to: CPBC Camp Director

PURPOSE:

The CPBC Program Director is responsible to provide leadership and oversight to all new and existing programmed ministries. This includes the summer camps and year-round retreats of Covenant Pines Bible Camp, Silver Beach Family Camp and Covenant Pines Day Camp. All efforts must be conducted with a servant attitude that seeks to fulfill the Covenant Pines Ministries mission “to encourage campers to take a next step in Christian faith.”

QUALIFICATIONS:

This position requires an active and growing faith in Jesus Christ, demonstrated personal integrity, consistent work ethic, exceptional leadership, interpersonal communication and organizational skills, attention to detail and a team-oriented servant attitude. Preferred qualifications also include a college degree and at least 5 years of youth and family ministry experience in a camp, church or para-church environment. Individuals must possess demonstrated creativity, experience in team leadership/team building and the ability to multitask.

Applicants agree to support the mission, vision and values of Covenant Pines and principles of The Evangelical Covenant Church, as published in “Covenant Affirmations” (see <http://www.covchurch.org/affirmations>).

RESPONSIBILITIES:

Programming

- Plan and implement an overall direction/vision for the youth, adult and family program.
- Develop, implement and supervise on-site summer camping program and summer day camps.
- Develop, implement, lead and supervise non summer programmed retreats.
- Create and implement new program opportunities.
- Ensure program equipment and supplies are well maintained, accessible and safe
- Develop and implement requested programs for user group retreats. Assist with hosting guest rental groups.

Personnel

- Help recruit, train, schedule, supervise and evaluate CPBC summer camp and retreat staff.
- Develop training curriculum and schedule for summer staff training.
- Develop a positive working relationship with other staff.
- Help develop policies and procedures to meet CPBC guidelines and assist with personnel issues.

Administration

- Develop and implement summer staff hiring process. (Application, interview, background check, reference check, contract)
- Maintain personnel files on all current summer staff.
- Work within budget for all program related expenses.

Volunteers

- Plan with the Camp Director and Maintenance Director volunteer programs.
- Assist volunteer groups with work when requested.
- Recruit volunteer groups through outreach and church visits.

Publicity and Promotions

- Visit congregations, conferences and denominational gatherings to represent CPBC and promote programs when requested.
- Assist the Marketing Director as needed/requested in developing marketing materials and strategies

Health & Safety

- Ensure risk management as directed by camp policies.
- Ensure safety of all campers, staff, visitors and retreat participants.
- Complete and turn in incident reports in a timely manner.

Grounds & Facilities

- Assist Maintenance Director and other staff to ensure facilities are clean, welcoming and in good repair.
- Oversee facility maintenance that is assigned to summer staff.
- Assist in grounds and facility maintenance and cleaning as needed.

Food Service

- Provide the Kitchen Director with programmed group information and guest numbers in a timely manner.
- Assist with food preparation, serving and clean up as needed.

CPM Leadership Team

- Actively participate on the CPM Leadership Team to develop goals and actions steps to fulfill the vision of CPM
- Be accountable to and provide leadership for initiatives as assigned by the leadership team

WORK ENVIRONMENT AND HOURS:

The Program Director position is full-time, with a work schedule that varies depending on the season of the year and timing of groups at camp. The Program Director must be willing to live and work in a camp setting with varying weather conditions and physical requirements. Individuals must possess the physical ability to lift, carry and operate necessary equipment, as well as to make their way around camp on foot. Covenant Pines Bible Camp is located in McGregor, MN.

COMPENSATION AND BENEFITS:

Compensation commensurate with experience, with eligibility for benefits such as health insurance, retirement, vacation days, holidays and sick time as defined for full-time employees in the Employee Manual.

Please contact Matt Braun, Camp Director, at matt@covenantpines.org for further details and questions. Covenant Pines will be accepting resumes and cover letters through the June 15, 2017.