



Job Title: Summer Program Director

Reports to: Camp Executive

Appointment Details & Compensation: Position is seasonal, May – August 2012. Employment is at will. Salary depends on experience.

To apply: please send resume application and cover letter to info@camptalahi.org by Feb 22, 2014.

SUMMARY OF DUTIES AND RESPONSIBILITIES

The Summer Program Director is responsible for outdoor ministry program including recruitment, training, evaluation and supervision of volunteers, program content and schedule, problem-solving and communication.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- ❖ Assure compliance with all local and state standards.
- ❖ Assure programming is consistent with Camp Talahi Retreat and Nature Center mission, objectives and values.
- ❖ Assist in recruitment, training, support, supervising, evaluating and provide continuing education for all program staff and volunteers.
- ❖ Work closely with Camp Executive and Deans to create schedule, content, resources, and staffing for specific programs. Coordinate activities with site staff.
- ❖ Lead camp sessions as required. Assign and delegate tasks to accomplish goals and objectives of outdoor ministry at Talahi.

SKILLS AND EXPERIENCE

- ❖ Bachelor's Degree in Outdoor Recreation, Teaching or a related field;
- ❖ Experience in outdoor ministry and youth ministry;
- ❖ Ability to teach effectively;
- ❖ Cooperate with CTRNC Camp Executive to hire, train, support, supervise and evaluate camp staff;
- ❖ Knowledge of and ability to comply with all regulatory agencies and camp policies and guidelines;
- ❖ Problem solving and conflict resolution skills;
- ❖ An ability to assess and communicate information to volunteers, staff and campers/parents;
- ❖ An ability to work effectively in a team context, contributing to team process;
- ❖ Familiarity with the theology, polity, and practice of the United Church of Christ;
- ❖ Current First Aid and CPR certification.

SPECIFIC RESPONSIBILITIES

Resource for Program Staff and Deans- Lead volunteer staff training, plan and lead CIT training program, worship and Bible study assistance, coordination of Morning Watch, program ideas and suggestions problem solving, evaluation



Program Enhancements

- ❖ After dinner programs, goal setting with program staff, continuing education for program staff

Create Camp Schedule

- ❖ Communicate and arrange schedule with program and site staff
- ❖ Assign tasks, provide resources and direction to carry out programming

Program Complements

- ❖ Opening and closing Gatherings
- ❖ Assist in coordinating any off site activities
- ❖ Assist in coordinating any guest speakers/activities

Administration

- ❖ Daily team meetings/in service education
- ❖ Evaluation of program and volunteer staff
- ❖ Liaison between site staff, program staff, and volunteer staff
- ❖ Other duties as assigned

PERSONAL QUALITIES

- ❖ A person with strong organizational and communication skills with an ability to communicate a strong personal faith; an active church member; an understanding and belief in camping and retreats as a ministry of the church
- ❖ A person who believes in the integrity of creation and its preservation promoted through environmental education
- ❖ A person with strong interpersonal relationship skills, comfortable with feedback and challenge, as well as an ability to interact with diverse groups of people and effectively meet their needs
- ❖ A person flexible and focused, capable of making necessary adjustments
- ❖ A person able to work long hours, meeting the responsibilities of directing outdoor ministry programs and activities.