

Summer Program Director

Reports to: Camp Executive

Appointment Details and Compensation: Position is seasonal, May-August. Employment is at will. Salary depends of experience.

To Apply: Please send resume, completed application and cover letter to info@camptalahi.org.

Summary of Duties and Responsibilities

The Summer Program Director is responsible for the 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 the 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 Camp Talahi.

Skills and Experience

- ❖ Bachelor's degree in Outdoor Education, Teaching or related field;
- ❖ Experience in outdoor ministry, youth ministry and camping programs;
- ❖ Ability to teach effectively;
- ❖ Cooperate with CTRNC Camp Executive to hire, train, support, supervise and evaluate camp guidelines;
- ❖ Problem solving and conflict resolution skills;
- ❖ An ability to assess and communicate information to volunteers, staff, campers and parents;
- ❖ An ability to work effectively in a team context, contributing to team process;
- ❖ Familiarity with 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 CIT Training program, worship and Bible study assistance, coordination of Morning Watch, program ideas and suggestions, problem solving and 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 task, 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 organization and communication skills with an ability to communicate a strong personal faith, an active church member, and 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.