

**Rhodes Grove Camp and Conference Center
Program Director Job Description**

Revised Date: October 20th, 2022

POSITION TITLE: Program Director

FSLA STATUS: Exempt/Salaried

Position Description

Reporting to the Executive Director, the Program Director will provide leadership for all programming, including 24/7 leadership program, summer camps, retreats, and yearly events, as well as assist in daily operations, and promote Rhodes Grove Camp and Conference Center opportunities. All functions will be performed within the stated mission and core values of Rhodes Grove Camp and Conference Center.

Responsibilities

- Provide the Executive Director with monthly updates and action plans related to staffing, programming, and other agreed upon goals on the first of the month.
- Under the guidance of the Executive Director, prepare a vision, strategic plan and goal setting related to summer camps and winter retreats programming for Rhodes Grove Camp and Conference Center.
- Develop new and relevant programs and evaluates existing programs to ensure the programs are effective and in accordance with mission and values of Rhodes Grove.
- Assist in the development and execution of an annual events calendar aimed at maximizing resources and opportunities for the community. These events include, but are not limited to:
 - 24/7 monthly events during school year
 - Scrapbooking Retreats
 - Quilting Retreats
 - Ladies Tea
 - Christmas at the Grove
 - Promotion of the Free the Gospel Program which gives financial assistance for summer campers
 - Stocking Stuffer fundraising
 - Winter youth retreats
 - Planning of activities in partnership with the UB Association
 - Family Camp
 - Summer Camps
- Promote Rhodes Grove in churches, youth group interactions, and through area community events.
- Under the guidance of the Executive Director, engage and coordinate guest speakers for summer camps, events, and programs. Complete reference checks on speakers to ensure their message is in harmony with the core values of Rhodes Grove.

- Under the guidance of the Executive Director, will recruit and hire summer camp staff.
- Train and supervise summer camp staff and any volunteers.
- Under the guidance of the Executive Director, prepare and submit an annual budget. Ensure that all programs operate in compliance with approved budget.
- Assist the Guest Services Coordinator and the Head of Facilities and Grounds, as necessary, to ensure conferencing programs are smooth and seamless.
- Attend all regularly scheduled staff meetings.
- Accomplish other tasks as deemed necessary by the Executive Director and as set forth in the Program Department Operations Manual.

Position Qualifications

- Bachelor's degree in Bible, Youth Ministry, Camp and Recreation or a related field from an accredited program preferred, or equivalent education and work experience.
- Minimum of three years relevant experience leading a youth ministry or Christian camp program.
- Must have advanced computer skills with working knowledge of Microsoft Office, internet, email, website, and social media page development and maintenance.
- Must have excellent organizational skills to ensure that programs are well planned and within budget.
- Must possess strong interpersonal skills with the ability to relate to guests, potential groups and provide external marketing/recruitment to increase Rhodes Grove's visibility.
- Must possess a valid Driver's License.
- Must possess a passion for God's Word and prayer.
- Must identify with and support the mission, core values, and Christian beliefs of the Rhodes Grove Camp and Conference Center.
- Must provide a Background Check and Child Abuse Clearance every 5 years.
- Must occupy a resident staff house.