

## **POSITION DESCRIPTION**

### **TITLE:**

**Associate Program Director for Leadership Development for Luther Park and Luther Woods Bible Camp**

### **PURPOSE:**

The purpose of this position is to work with the Program Director to carry out the work of the Luther Park Bible Camp by designing, promoting, implementing and evaluating the programming at Luther Park and Luther Woods and working toward a strong ministry in all areas of the camps. Particular focus will be on relationship and leadership development building with young adults. Person in this position must be willing to live by the basic tenets of the reformed faith, the ELCA and the personnel policies of Luther Park Bible Camp. Luther Park seeks a person with a love of Christ, love of youth and adults, and a willingness to work independently or cooperatively.

### **ACCOUNTABILITY:**

The person in this position is accountable to the Executive Ministry Director of Luther Park Bible Camp or Program Director. This person will work with the Luther Park Bible Camp staff and members of the program committee of the Luther Park Board.

### **RESPONSIBILITIES:**

- A. Work closely with the Program Director and leadership staff to evaluate the on-going needs of the Luther Park Bible Camp program.
- B. Publicize Luther Park Bible Camp and its programs through church and community event presentations, phone calls, mailings etc.
- C. Be responsible for leadership development in our many high school aged young people with a focus on developing leaders for the church and camp
  - 1. Develop, schedule, publicize, implement, and resource the program, within established budget and time constraints.
  - 2. Be active in leadership development in service, instruction, and worship in the summer programs.
  - 3. Develop year-round content and connections with the older youth in our churches.
  - 4. Assist in development and recruiting of counselors and staffing needs.
  - 5. Assist in developing spiritual life of staff and campers with strong focus on summer staff
- D. Be assist in the development of the year-round ministry of both existing and future programs.
  - 1. Work with church leaders to identify and recruit future leaders and develop training programs and events for youth in leadership as well as adults who lead youth
  - 2. Recruit specialized leadership for programs as needed.
  - 3. Coordinate evaluation and follow-up procedures for the events.
- E. Provide hosting services as needed for groups using the Luther Park facilities, acting as the main contact person between Luther Park and the guest groups during their stay.
  - 1. Work together with all of the Luther Park staff for the welfare of all Luther Park guests.
  - 2. Conduct property tours as needed.
  - 3. Coordinate usage of and staff as necessary the Swimming Pool and Challenge Courses.
- F. Keep current on program trends and needs of churches and communities
- G. Assist the Executive Director and Program Director in developing the program portion of the Luther Park Bible Camp operating budget.

- H. Work with the Program Director to identify needed equipment and supplies for programs, making sure to stay within budgetary constraints.
- I. Participate in staff meetings taking the initiative to suggest ideas, solutions, etc. to the Executive Director and leadership staff.
- J. Follow the personnel policies of Luther Park Bible Camp.
- K. Be willing to undertake additional duties as assigned.
- L. Relate to the Luther Park Board Program committee, by providing staff services and resources to this body and to any sub-committees related to program.

**QUALIFICATIONS:**

- Bachelor's degree or significant year-round experience.
- Must have strong Christian commitment
- Must be able to bend, run, jump and play with children.
- Must be able to lift and move items such as canoes and other program and work materials
- Must have or be willing to get first aid and CPR trained
- Must have computer skills in Word, Publisher and Power Point or equivalent programs
- Must be willing to abide by guidelines of Luther Park Bible Camp Social Media Policies.

Challenge Course experience and Lifeguard experience is preferred but not required

**EVALUATION:** There shall be an annual review and evaluation by the Executive Director and possibly members of the Luther Park Personnel Committee.

**TERMS:** This person shall be employed for an indefinite term, subject to termination in accordance with the Personnel Policies of Luther Park Bible Camp. This is a full-time, exempt position. Housing may be available, and salary is based on experience and education. Salary package does include health insurance and retirement benefits.