



Director of Program Ministries Job Description

Note: This position description does not state or imply that the duties enumerated here are the only duties and responsibilities that may be assigned to or expected of this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Responsible To: Executive Director

Supervisor of: Summer Staff, Volunteers and some seasonal Adventure Programming Staff

Purpose: To be a spiritual leader and example to our guests and fellow staff, to plan, promote, and lead seasonal programs and retreat programs, to serve guests, and to assist the Executive Director as requested.

The Kenbrook staff is a team, working together to serve God through relationships, programs, and services that promote community, discipleship, innovation and ministry. Consequently, it is vital that our staff understands that “going the extra mile”, serving beyond the scope of our job description is often a part of what we are called to do. Whatever our task, we must bear in mind that our service is ultimately unto the Lord.

Qualifications:

- Growing, personal relationship with Jesus Christ.
- Supportive of the mission, vision, and values of Kenbrook.
- Teachable spirit, team-player attitude, servant heart, responsible, industrious, hospitable, experience with mentoring/discipling individuals.
- Necessary skills: public speaking, public relations, small group leadership, program planning, scheduling, and implementation, activity leadership, brochure and newsletter design, proficient with a computer.
- A love for working with at risk, urban youth and persons in the outdoors
- Familiarity with Lebanon in order to better partner with Lebanon city families and youth.
- Must possess a valid driver’s license and be insurable under the Kenbrook auto insurance policy.
- Able to communicate, read and write clearly and concisely.
- 4+ years’ leadership and supervisory experience in a camp setting or similar experience.
- 2+ years’ leadership in a non-camp ministry or non-profit.
- Knowledge of Brethren in Christ denomination
- Knowledge of/familiarity with Milton Hershey School.
- Familiarity with Kenbrook Bible Camp and its programs.
- Ability to work with and relate to children, youth and young adults.
- Willingness to work through conflict/disagreement in a Jesus centric and other(s) honoring way.
- Regular attendance at a local church.

Responsibilities:

Administration

- Serve in partnership with all Kenbrook staff to accomplish our mission: *to be like Christ in all relationships in order to facilitate a closer connection to God, self, others and nature.*
- Meet with the Executive Director on a weekly basis.
- Be a wise steward of program funds. Operate within designated budgets. Comply with finance policy and procedure.
- Purchase/order equipment and supplies. Negotiate with salesmen and service contractors for most cost effective purchases.
- Work within CampBrain and any necessary staff to develop effective registration practices, communication with parents and campers, and development of reports for directors and counselors.
- Keep, file, and, when required, submit all necessary records.
- Become familiar with all applicable codes and regulations, including ACA standards, and assure our compliance.
- Establish, revise and implement camper health plan and risk management plan.
- Attend Atlantic Conference BIC youth pastors cluster monthly.
- Oversee the planning, development, and leadership of all Kenbrook Programs that are not donor events. This includes determining retreat goals and objectives, defining participants, setting schedule, selecting themes and speakers, planning activities, securing staff, creating event budget, and implementing a marketing plan.
- Maintain a written summary and evaluation of all programs. Submit a copy to the Executive Director.
- Maintain CampBrain database.

Marketing and Promotion

- Assist the Executive Director with development and implementation of the marketing plan for summer camp and program retreats/special events.
- Assist the Executive Director as requested with promoting our ministry to adult groups and our availability for guest group rental. This may include tours, speaking engagements, trade shows, assisting with mailings, etc.
- Develop an exhaustive list of local, non-BIC, churches and make in person contact within first year of work at Kenbrook.
- Develop and schedule as many promotional visits to BIC churches in the Atlantic Conference as possible.

Adventure Programming

- Run and develop the summer “venture out” program. This includes developing accurate pricing, partnering with other staff (as needed), scouting trips and training summer staff trip leaders.
- Help to maintain the Low Ropes Course through yearly inspection.
- Training and credentialing to become credentialed with Dept. of Agriculture/Ride Safey.
- Train and supervise summer staff in use of high and low ropes course elements.

Volunteer Service

- Assist other staff in the recruitment of volunteers and participation in to help with retreat programs, work days, summer camp, etc.

Programming (for summer camp)

- Recruit summer staff through campus visits, church promotional programs, newsletters, web site, follow-up on referrals from former staff, follow-up phone inquiries, etc.
- Develop a strategy for training and discipling staff.
- Direct summer staff training program that focuses on staff orientation of facilities, policy and procedures, spiritual nurturing, effective counseling, skill development, lesson plans, and community building.
- Plan the daily and weekly schedule. Develop themes accordingly.
- Plan and direct evening programs, special events, mealtime programs, and chapel services.
- Develop Bible study and devotional themes, lessons, and notes.
- Assign counselors to specific responsibilities for activity classes, special events, evening programs, registration/departure days, and chapel services.
- Schedule staff testimonies, staff meetings, and nights off.
- Provide counselors with assistance in planning activity classes, cabin activities, and Bible lessons.
- Lead counselor Bible study and prayer.
- Assure that all classes and activities have proper supervision and that policy and procedures are being followed.
- Evaluate programs on a weekly basis. Make changes as needed.
- Maintain good communications with all staff in regards to program plans, needs, and changes.
- Provide feedback and guidance to staff as it relates to their performance.
- Keep records of each week's program, camper decisions, and camper/staff evaluations.
- Submit a comprehensive evaluation and board report of the summer camp program to the Executive Director by August 30.

Programming (for retreats and special events)

- Work with Atlantic Conference BIC Youth Pastor Cluster to determine youth ministry & retreat programming that would meet needs in conference churches.
- Work with area churches and para-church ministries to determine youth ministry & retreat programming that would meet needs in their respective ministries.
- Plan and host youth retreats; develop retreat theme, establish program and schedule, select dates, secure speakers and volunteers, and promote event.
- Evaluate retreat and submit a report to the Executive Director within 10 days after the event.

Guest Services/Hosting

- Hosting on the 5th weekend of months (exception made to June-August)
- Review all guest needs prior to their arrival. Make sure all recreational facilities and equipment are available and ready to use.
- Greet guests, show them their lodging and meeting rooms, orient them to camp policies and procedures, and serve as their host (see host job description).
- Assist food service and maintenance staff as needed.
- Develop new services and programs for our guests as requested by Executive Director.
- Be ready and willing to give tours and answer questions of potential guests.

Spiritual and Personal Development

- Weekly (throughout the year) meeting with Executive Director
- Spend one workday each quarter alone in personal spiritual retreat.
- Attend the annual CCA Section Conference or other seminars, conferences, or workshops relevant to the position.
- Seek to improve your skills through workshops, training sessions, books, videos, etc.