

# core staff PROGRAM DIRECTOR

Responsible to: Executive Director

## QUALIFICATIONS

- Is a professing Christian committed to following, in both spirit and practice, the principles listed in the Statement of Faith
- Has a sincere love for the Lord and desires to see people come to know Him personally and grow in their faith
- Possesses the ability to work with and motivate people
- Has an undergraduate degree or greater in a Biblically-related field or related experience.
- Must be physically able to perform the responsibilities associated with this position
- Is creative, organized, outgoing, and personable.
- Is able to provide Biblical leadership training for Arrowhead Bible Camp personnel withing the Discipleship Programs, Summer Staff, and Volunteer Teams.

## GENERAL RESPONSIBILITIES

- Plan and implement the daily program for all Resident, Adventure, and Discipleship sponsored camps and retreats, attempting to fulfill camp's objectives and values.
- Administrate the year-round booking, including contracts and collection of fees, of all groups and guests at camp, including rental groups, work crews, and volunteers.
- Keep current with trends in Christian camping and trends related to their ministry area.
- Be available to assist the Maintenance Department as needed.
- Be available to assist in other areas as needed or as assigned by the Executive Director.
- Inventory, stock and submit purchase requests for all program supplies.
- Submit recommendations to the Executive Director for approval for purchases and projects within the areas of Program, Discipleship, & Guest Services.
- Serve and be a resource to local churches and ministries within the areas of teaching and evangelistic efforts under the auspices of Arrowhead Bible Camp.

## SPECIFIC RESPONSIBILITIES

### PROGRAM

- Coordinate summer staff recruitment, orientation, training, assignments, and evaluations.
- Design and implement summer theme, program, and curriculum.
- Provide program support to summer staff.
- Provide for spiritual, emotional, and physical health of summer staff.
- Responsible for camper disciplinary issues.
- Evaluate the progress of the program and campers, making sure that the camp programs are effectively accomplishing the camp's objectives.
- Develop and Promote adventure trips.
- As opportunities are available and the schedule permits, promote camp programs in local churches.
- Develop an ongoing system of evaluation and record keeping for all programs.
- Conduct and supervise a two week on-site program (currently called b.a.s.i.c. discipleship) and a three week on-site program (currently called HomeBase) that includes events focused on Biblical teaching, mentoring, and teamwork, creating an environment for students to grow spiritually and having the focus of a holistic discipleship lifestyle.
- Recruit all Volunteer Staff for the summer and non-summer months.
- Maintain follow-up process for campers who make commitments to Christ.
- Explore giftedness and passion of summer staff for future placement.

*Note: A Summer Program Director directly responsible to you will be hired annually to run the residential side of camp during the summer.*



# core staff PROGRAM DIRECTOR

Responsible to: Executive Director

## SPECIFIC RESPONSIBILITIES

### MARKETING

- Develop printed, audio/video, and online materials including newsletters and brochures to promote the ministry of Arrowhead.
- Seek to develop relationships with new churches and groups that will increase usership.

### GUEST SERVICES

- Communicate regularly with all guests while they are in camp, ensuring that they are adequately cared for and accommodated.
- With the Director of Maintenance, make sure that when guest groups are in camp, camp areas are adequately staffed, including the following:
  - Working in program areas as needed.
  - Hosting groups as scheduled.
  - Working in dish crew and cleaning areas as needed.
- Ensure that the camp facilities are ready for each group coming into camp.
- Develop an ongoing system of evaluation and record-keeping for all guest groups.
- Oversee the management of all of camp's volunteer programs.
- Ensure that the camp's rental policies are effectively accomplishing the camp's objectives.

### ADMINISTRATIVE

- Assist in the maintenance of the constituency database.
- Keep the website up-to-date and relevant.
- Be responsible for additional administrative duties as assigned by the Executive Director.

## BASIS FOR MEASUREMENT OF PERFORMANCE

- Shows by example a solid spiritual walk with Jesus Christ
- Is dedicated to the overall objectives of Arrowhead
- Shows a willingness to assume related assignments with encouragement, diligence, and a good attitude
- By appearance and attitude displays Christian love to visitors, staff, supporters and the general public
- Review job performance annually with the Executive Director for accountability and encouragement

