

## JOB DESCRIPTION

POSITION: Program Director

RESPONSIBLE TO: Executive Director

### I. QUALIFICATIONS:

- A. Is a professing Christian committed to following, in both spirit and practice, the principles listed in the Statement of Faith.
- B. Has a sincere love for the Lord and desires to see people come to know Him personally and grow in their faith.
- C. Has ability to work with and supervise others.
- D. Has an undergraduate degree or greater in a Biblically-related field or related experience.
- E. Is physically able to perform the responsibilities associated with the position.
- F. Is creative, organized, outgoing, and personable.
- G. Is able to provide Biblical leadership training for Arrowhead Bible Camp personnel within the Summer Staff and Volunteer Teams.

### II. GENERAL RESPONSIBILITIES:

- A. Plan and implement the daily program for all Resident and Adventure sponsored camps and retreats, attempting to fulfill camp's objectives and values.
- B. 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.
- C. Keep current with trends in Christian camping and trends related to their ministry area.
- D. Be available to assist the Director of Maintenance as needed.
- E. Be available to assist in other areas as needed or as assigned by the Executive Director.
- F. Inventory, stock and submit purchase requests for all program supplies.
- G. Submit recommendations to the Executive Director for approval for purchases and projects within the areas of Program & Guest Services.
- H. 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.

### III. SPECIFIC RESPONSIBILITIES:

- A. Program
  1. Coordinate summer staff recruitment, orientation, training, assignments, and evaluations.
  2. Design and implement summer theme, program, and curriculum.
  3. Provide program support to summer staff.
  4. Provide for spiritual, emotional, and physical health of summer staff.
  5. Responsible for camper disciplinary issues.
  6. Evaluate the progress of the program and campers, making sure that the camp programs are effectively accomplishing the camp's objectives.
  7. Develop and Promote adventure trips.
  8. As opportunities are available and the schedule permits, promote camp programs in local churches.
  9. Develop an ongoing system of evaluation and record keeping for all programs.
  11. Recruit all Volunteer Staff for the summer and non-summer months.
  12. Maintain follow-up process for campers who make commitments to Christ.
  13. Explore giftedness and passion of summer staff for future placement.

- B. Marketing
  - 1. Develop printed, audio/video, and online materials including newsletters and brochures to promote the ministry of Arrowhead.
  - 2. Seek to develop relationships with new churches and groups that will increase usership.
  
- C. Guest Services
  - 1. Communicate regularly with all guests while they are in camp, ensuring that they are adequately cared for and accommodated.
  - 2. With the Director of Maintenance, make sure that when guest groups are in camp, camp areas are adequately staffed, including the following:
    - a. Working in program areas as needed.
    - b. Hosting groups as scheduled.
    - c. Working in dish crew and cleaning areas as needed.
  - 3. Ensure that the camp facilities are ready for each group coming into camp.
  - 4. Develop an ongoing system of evaluation and record-keeping for all guest groups.
  - 5. Oversee the management of all of camp's volunteer programs.
  - 6. Ensure that the camp's rental policies are effectively accomplishing the camp's objectives.
  
- D. Administrative
  - 1. Assist in the maintenance of the constituency database.
  - 2. Keep the website up-to-date and relevant.
  - 3. Be responsible for additional administrative duties as assigned by the Executive Director.

#### IV. BASIS FOR MEASUREMENT OF PERFORMANCE

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