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 the 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 operationally and spiritually lead and train Summer Staff and Volunteers.

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. Keep current with trends in Christian camping and trends related to their ministry area.
- C. Be available to assist in other areas as needed or as assigned by the Executive Director.
- D. Inventory, stock and submit purchase requests for all program supplies.
- E. Submit recommendations to the Executive Director for approval for purchases and projects within the areas of Program & Guest Services.
- F. 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.
- G. Maintains certification that qualifies for health services staff at Arrowhead Bible Camp.
- H. During the non-summer months, dedicate approximately one day per week to camp cleaning duties, completing assigned tasks in coordination with the Guest Services Director

III. SPECIFIC RESPONSIBILITIES:
- A. Program
  1. Coordinate summer staff recruitment, orientation, training, assignments, and evaluations, exploring giftedness and passion of summer staff for future placement.
  2. Design and implement summer theme, program, and curriculum.
  3. Speakers:
     a. Recruit Summer Speakers for each week of camp, and Retreat Speakers or people to do devotions at Camp Retreats.
     b. Coordinates with the Office Manager to make sure speaker honorariums are ready for speakers while they are at camp.
     c. Provide a welcome gift/basket to speakers upon their arrival that includes a thank you note with the honorarium.
  4. Provide program support to summer staff.
  5. Provide for spiritual, emotional, and physical health of summer staff.
  6. Be responsible for camper disciplinary issues.
  7. Evaluate the progress of the program and campers, making sure that the camp programs are effectively accomplishing the camp's objectives.
  8. Develop and Promote adventure trips.

9. As opportunities are available and the schedule permits, promote camp programs and volunteer opportunities in local churches.
10. Develop an ongoing system of evaluation and record keeping for all programs.
11. Implement ways to stay connected with campers throughout the year and maintain follow-up process for campers who make commitments to Christ.
12. Assist in keeping camp decorated for the season.

B. Marketing
1. Develop printed, video, and online materials to promote the ministry of Arrowhead. This includes but is not limited to social media, brochures, promo videos, posters, etc.
2. Seek to develop relationships with new churches and groups that will increase usership.
3. Assist the Executive Director in ordering apparel and other items for the canteen.
4. Keep the website up-to-date and relevant.

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.