



Pathfinder Lodge Camp Vick

Vick and Pathfinder Camp and Conference Ministries
PO Box 559
Manlius, NY 13104

JOB DESCRIPTION

Position: Program Director
Reports To: CEO
Classification: Seasonal

Job Summary

The Program Director is responsible for creating and implementing a whole seasonal camp program. He/she will need to be able to work well with both youth and adults. He/She has supervision of the camp counselors and other paid staff.

Essential Duties and Responsibilities:

- Work closely with the CEO and Facilities Manager to provide a safe, friendly, and spiritual camp.
- Development and implementation of a complete camp program, including a strong spiritual emphasis.
- Create a camp program appropriate for a wide range of age groups.
- Self-evaluate and enlist the help of others to augment perceived strengths and weaknesses.
- Serve as the pastor to the whole camp community.
- Recruit pastors, skills specialists, and other volunteers to serve in various positions at the camp as a means of augmenting our paid staff as well as representing the wide diversity of the American Baptist Church, and to maintain strong connections to the local churches by providing them with direct and indirect involvement with our joint ministry.
- Assist the CEO in recruiting, hiring, training, and supervision of paid counselors and other program positions.
- Promote ABC/NYS Outdoor Ministries as needed, as well as create opportunities to make the ministry visible.
- Create and establish new avenues and programs for ministry in conjunction with the CEO and Camp Director, adhering to the mission and vision for Outdoor Ministries.
- Maintain an awareness and flexibility toward the broad Diversity of the American Baptist Family.
- Write reports as useful to the program and the wider body of ABC/NYS.
- Comply with all health-related protocols and procedures as applicable.

Expectations:

- Follow and ensure adherence to VPCCM policies and procedures.
- Support VPCCM's mission of helping each camper take the next step on their spiritual journey with God.
- Communicate regularly with the CEO to coordinate operational issues associated with the buildings and program space.
- Work in a cooperative manner with the Facilities manager and the summer staff, discussing any problems that may be occurring within the facilities in which their programs operate.
- Attend all scheduled staff meetings and training when required.
- Must be able to work weekdays, weekends and holidays as needed.
- Perform other assignments/duties as directed.

Special Considerations:

- Occasionally, staffing needs or strategic initiatives require that position descriptions are modified as needed.
- Housing and board are provided for the duration of the camping season, including staff training weeks.
- The individual is familiar with the employee handbook and agrees to its terms and conditions.
- The individual shall represent the mission or teachings of VPCCM.
- The individual shall keep the CEO and/or Board chair informed of all critical issues relating to his/her areas of responsibility.

Qualifications:

- A. 21 years of age with a high school diploma or GED.
- B. College degree preferred, related to recreation, youth development or theology.
- C. Camp experience preferred, but not required.
- D. Experience with youth development/programming.
- E. At least 2 years (can be seasonal) of administrative or supervisory experience.
- F. Ability to maintain the mission and vision of VPCCM.
- G. Ability to maintain a character that demonstrates the values and teachings of a Christian ministry.
- H. Demonstrate the ability to relate positively and energetically with staff, campers, and community organizations.
- I. Have the ability to work with people of all ages.
- J. Must have the ability to maintain a non-judgmental attitude in working with customers, clients, campers, and staff.
- K. Must be able to work autonomously and be highly organized with the ability to focus on multiple priorities.
- L. Must work in an organized, detail-oriented manner.
- M. Thrive in a team-oriented environment. Be a team player.
- N. Ability to work in a fast-paced environment and maintain poise under pressure.
- O. Excellent phone and computer skills, familiarity with (or ability to learn) Microsoft office and camp registration software.
- P. Must maintain a valid driver's license.
- Q. Ability to speak, write and understand English in a manner sufficient for effective communication with leadership and field personnel.
- R. Must live on-site during the camping season, including staff training weeks.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the duties of this job. Reasonable accommodation may be made to enable individual to perform the essential functions of this job.

Physical requirements include good speech, hearing and vision ability, and excellent manual dexterity. Lifting, pulling, and pushing of materials up to 50 pounds. Requires bending, squatting, walking, and hiking. Requires working in an outdoor environment.

Travel:

Limited travel is required

Working Conditions:

Much of the work will take place outdoors, or inside camp buildings that do not have heat or air conditioning.

VPCCM Mission Statement:

To provide a safe environment in which to bring people of all ages into a vital, living relationship with Christ Jesus as Lord and Savior. We will do this by introducing people to Jesus and Equipping them to grow spiritually and to minister to their world.

VPCCM Vision Statement:

Introducing people to Jesus and equipping them to grow spiritually and minister to their world.

About VPCCM:

We are first and foremost a Christian Camp and Conference Ministry. We stick to the basics of the Christian Faith, which allows us to minister across lines of theological and doctrinal differences. Our complete statement of faith can be found at <http://www.vpccministries.org/about-us/statement-of-faith/>

All employees recognize that VPCCM is a Christian Ministry and agree that they will do nothing as an employee of VPCCM to undermine its religious mission.

Your signature below indicates that you have read and understand the Job Description and agree to perform the duties as assigned.

(Employee Signature)

(Date)

(Supervisor, CEO)

(Date)