



**Title:** Program Director

**Primary Function:**

The Luther Heights Program Director, as supervised by the Executive Director, will be a full-time staff member, will support the ministry, and fulfill the mission and core values of Luther Heights through quality day-to-day operations. The program director will assist in the development and management of year-round program activities for all ages.

This position is year-round, which based on Luther Heights seasonal operation on-site creates a unique working atmosphere. Memorial Day through the beginning of August, the program director will live and work full-time, on-site in the Sawtooth Mountains of Idaho, near Stanley. August through early October, the program director can travel back and forth between camp and the Boise area as program demands. October through May the program director must live in the Boise, Treasure Valley area, with availability to work from the downtown office a few days a week.

**Principle Responsibilities & Functions:**

**Oversee Year-Round Program:**

*Summer-*

- Develop and implement programming for youth camps during the summer season
- Assist with faith formation of staff and campers of all ages
- Develop and implement programming for families and adult retreat participants
- Develop and implement Luther Heights On-Location (day camp) ministry, including outreach program with the New American (refugee) population
- Coordinate and develop Leader-In-Training (LIT) program for high school age campers
- Oversee all scheduling details for the weekly schedule including horseback riding and white-water rafting excursions, staff time off, and logistics for all-camp games, worships, etc.
- Maintain low ropes course with Operations Manager, including maintenance and certification checks, staff facilitation training, and regular safety checks throughout the season
- Work collaboratively with the program committee and Executive Director to implement summer program and curriculum, including new program ventures

*Retreats/Summer & Fall-*

- Responsible for communicating with hosted retreat groups well in advance, as well as, a week before retreat group arrival. Work collaboratively with the Communications and Registrations Coordinator and Executive Director to send hosted group contracts
- Be prepared to be lead, host, and carry out the responsibilities of a weekend host, greeting groups and orienting the leaders to surroundings, facilities, and activities. Coordinate and support the kitchen needs of each group with the Food Service Manager/Head Cook. These duties will be shared with Executive Director and other LHBC staff as needed.
- Work collaboratively with the Executive Director, Operations Manager, and property committee to coordinate volunteer service needs, particularly with the opening work weekend in May and closing work weekend in October
- Ensure quality programs are facilitated for both LHBC programs and hosted groups

*Additional:*

- Maintain and foster new relationships with congregations and hosted groups for program opportunities
- In consultation with the Executive Director, Board of Directors, and program committee evaluate program effectiveness and needs
- Develop and implement year-round program opportunities when the camp location is closed
- Be available and on-call 24/7 while summer or retreat programming is being hosted, with the exception of 1 day off in a week, 7 day period
- Plan, recruit, and train staff/volunteers for programs, including guest speakers and retreat host

**Summer Staff:**

- Responsible for summer staff application and hiring process, in conjunction with the Executive Director
- Facilitate staff training with the Executive Director
- Supervise summer staff, including written formal evaluations, as well as informal evaluations throughout the summer season
- Ensure skill levels of all staff through regular and documented observations, particularly related to program areas like mountain biking, canoeing, archery, etc.
- Welcome and involve pastors, health care managers, and youth directors in programs
- Lead daily and weekly staff meetings in conjunction with the Executive Director
- Lead with patience, making mentoring and faith formation and growth the goal for all staff

**Marketing and Public Relations:**

- Assist in maintaining established marketing tools, such as website, camp brochures, videos, and social media with Communications and Registration Coordinator and Executive Director
- Develop and maintain positive relations through church visits, phone calls, Synod gatherings, local youth programs, and new audiences
- Lead tours of retreat and camp facilities for prospective clients and contributors as needed
- Work with the Communications and Registration Coordinator and Executive Director to provide content in the camp quarterly newsletters
- Collaborate with the Communications and Registration Manager to ensure quality photos of camp and camp programs
- Schedule, train, and recruit staff and volunteers for camp promotions as needed
- Serve as a resource for congregations, youth directors, and pastors, as requested
- Work with the Executive Director and Communications and Registration Coordinator to broaden alumni data base, possible alumni newsletter, special events and activities.

**Administration of Operations:**

- Assist Executive Director in all day-to-day operations of camp
- In the absence of the Executive Director, fulfill Executive Director responsibilities as required
- Assist in coordination of camp registration with Communications and Registration Coordinator and Executive Director
- Attend conference, synod, and other special events, as requested
- Attend Board meetings as requested
- Assist with development strategy as requested by the Executive Director
- Work with Executive Director to ensure all ACA, State, and Forest Service regulations are adhered to and followed
- Facilitate an excellent partnership with HODIA, a key partner
- Maintain positive, flexible, mission-driven and team-oriented attitude

### **Other Duties:**

While this is a list of responsibilities, this position requires the ability and heart to do "whatever is needed" for the benefit of the ministry of Luther Heights Bible Camp and to the glory of Jesus Christ our Savior and Lord. This may include anything from carrying mattresses, to restocking firewood, driving camp vehicles, to running the dishwasher in the kitchen, to attending information nights in a church, to cleaning. Different seasons require a different intensity of effort, so the Program Director must remain flexible.

### **Direction/Guidance Received:**

- Works under direct supervision of the Executive Director
- Works in direct communication, partnership, and cooperation with all members of the LHBC staff
- Opportunity for continuing education
- Regular staff meetings and one-on-one meetings with the Executive Director

### **Minimum Qualifications:**

- Education: Bachelor's degree
- Experience: 3 years experience in organized camping field - Lutheran Outdoor Ministry a plus, or other related field-school system, youth development organization
- Skills and characteristics: Excellent verbal and writing skills; computer literate; self-motivated; planning and organizing skills; relate well to people of all ages; coordinating through leadership; must be patient and have sense of humor when flexibility is needed.
- Physical: Excellent health and capable of meeting the strenuous physical requirements of this job, capability of working at 7,200 feet
- Theology: Understand and adhere to a Christian teaching and have respect for the Lutheran theology, and develop within all who attend a deeper commitment of faith in Jesus Christ
- Other: Valid driver's license; personal vehicle; have or be capable of obtaining personal certification in CPR, Wilderness First Aid, and other areas as required which may include ServSafe Food Service Management, Archery certification, life-guarding, etc.
- Background check and sexual registry check required, annually

### **Benefits:**

On-site housing while working at camp.

Use of camp vehicle for work purposes.

Full-time salary.

Paid time-off