



Camp Lutherwood Oregon

JOB TITLE	Director of Programs and Guest Relations
REPORTS TO	Executive Director
DEPARTMENT NAME	Program

1. PRIMARY PURPOSE

The Director of Programs and Guest Relations is a key leadership position for the core functions and mission of Camp Lutherwood Oregon. The Director of Programs and Guest Relations serves an essential role in providing leadership to the development and execution of camp programs including staff supervision and overall responsibility for camp safety and program quality. In addition, the Director of Programs and Guest Relations ensures guests and groups feel welcome and are provided with hospitality, and all their programmatic and leadership needs.

An ideal candidate has a strong spiritual commitment, exemplary programmatic leadership skills, the ability to work with others, as well as strong communication and organizational skills. As a creative and engaging leader, the Director of Programs and Guest Relations develops strategic partnerships with other programs, congregations, and organizations, and is creative in shaping the future of Camp Lutherwood Oregon's programs and guest relations as they relate to the American Camp Association accredited camp standards.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Leadership

- Oversee the planning of all organizational programs; year-round and summer camp programs
- Hire staff with support of other directors
- Oversee the planning of staff training, coordinating with other staff and directors for the implementation of the training schedule
- Complete curriculum development, building on the Lutherwood curriculum foundation
- Provide spiritual formation opportunities for summer staff, ensuring that campers have similar experiences as well, throughout their week of camp
- Supervise all summer staff positions, provide regular feedback and complete end of summer evaluations.
- Manage summer staff time off requests and staff assignments
- Work in collaboration with all other staff members in the execution of all summer programs and activities
- Serve as a resource leader for family camp weekends, as needed
- Assess current camp programming and provide feedback/recommendations for future years

Guest Relations

- Provide guest services; visionary leadership and expertise for all areas of the ministry's outreach
- Coordinate and host retreat groups
- Provide the highest level of hospitality to all guests who visit Camp Lutherwood Oregon
- Serve contracted retreat groups to equip, coach and minister to the needs of groups and seasonal staff pre, during and post retreat
- Train, mentor and supervise staff as pertains to housekeeping & guest services

3. OTHER DUTIES AND RESPONSIBILITIES

- All Camp Lutherwood Oregon staff are expected to work collaboratively with all other staff members in order to complete the task of serving all campers and guests in the spirit of hospitality
- Making and implementing decisions to keep guests, campers, and staff safe and healthy
- Ensure the implementation of ACA standards as they pertain to camp programs
- Assist with other duties as assigned by the Executive Director

4. JOB/BEHAVIORAL COMPETENCIES

- Keep confidentiality –including camper, family, staff, and guests’ medical information as relating to HIPPA as well as keeping confidential Lutherwood information
- Practice hospitality to all guests including other staff and volunteers
- Commitment to equity, diversity, and inclusion
- Enjoyment of the outdoors
- Respect and teach respect for all people, the natural environment, camp facilities, and camp equipment, Participate actively in the camp community, in staff gatherings, and in meetings
- Ability to function as a working member of a group
- Sound moral character
- Good physical health and vitality
- Emotional intelligence
- Willingness to laugh and have fun
- Maintain a professional attitude toward camping and ministry
- Emphasize safety in all activities including emotional, physical, and spiritual safety
- Model appropriate boundaries with campers and staff

5. MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor’s degree or equivalent work experience
- 3-5 years of management, leadership and supervisory experience
- 3+ years of experience in professional camp or outdoor ministry leadership
- 2+ years of program development, budget development, and guest relations experience
- Ability to successfully develop, organize and implement/lead programs and track the impact
- Commitment to personal faith within a Christian tradition that values and upholds grace-filled and inclusive theology and have the ability to articulate and share this commitment with others
- This position is based out of the camp office in Cheshire, Oregon. A willingness to live within a reasonable daily commuting range of Camp Lutherwood Oregon is required. Onsite housing is a possible added benefit

6. PHYSICAL DEMANDS

A. The physical effort typically applied in this job includes:

<input checked="" type="checkbox"/>	Lifting	<input checked="" type="checkbox"/>	Pulling	<input checked="" type="checkbox"/>	Reaching	<input checked="" type="checkbox"/>	Manipulating
<input checked="" type="checkbox"/>	Carrying	<input checked="" type="checkbox"/>	Pushing	<input type="checkbox"/>	Shoveling	<input checked="" type="checkbox"/>	Keying/typing
<input type="checkbox"/>	Other (specify)						

B. The effort reflected in the above chart is typically applied in the following work positions:

<input checked="" type="checkbox"/>	Sitting	<input checked="" type="checkbox"/>	Standing	<input checked="" type="checkbox"/>	Walking
<input checked="" type="checkbox"/>	Stooping	<input checked="" type="checkbox"/>	Bending	<input type="checkbox"/>	Confined
<input type="checkbox"/>	Other (specify)				

7. MENTAL OR VISUAL DEMAND

<input checked="" type="checkbox"/>	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; requires attention to detail and to people’s needs.
<input checked="" type="checkbox"/>	Ability to listen and speak to others in person, on the phone, and/or the walkie-talkie

8. WORKING CONDITIONS

A. Possible disagreeable elements typically of the work area (while on site at camp):

<input checked="" type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	Dirt	<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	Cold
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Fumes Noise Vibration Water
 Other (specify)

B. Description of the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above:

X	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
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9. ATTENDANCE

All employees are expected to comply with company attendance standards as agreed upon employment and according to the employee handbook.

10. SAFETY

All employees are expected to comply with company safety standards and all American Camp Association standards. All employees are expected to be trained on all equipment prior to operation.

11. FLSA STATUS

Exempt

12. SIGNATURES & DATES

The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements. **NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.**

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Camp Lutherwood Oregon is committed to an employee selection process that embraces diversity and inclusion. It is the policy of the Camp that all applicants and employees are entitled to equal employment opportunity regardless of race, color, religion or creed, gender (includes pregnancy or related medical conditions), gender identity, national origin, age, disability, veteran status or other protected characteristics as required by local, state and federal law. In compliance with the provisions of all applicable state and federal civil rights laws, employment decisions will be made to employ the most qualified individuals without regard to the above factors. The Camp is committed to providing a work environment that is free of discrimination. The Camp does not, and will not permit any of its employees to engage in discriminatory practices involving individuals that they come in contact with as representatives of this Organization, or their co-workers.

Camp Lutherwood Oregon complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Executive Director or designated person.