**Cooperstown Bible Camp  
Program and Ministry Services Director**

**JOB DESCRIPTION**:

​The primary purpose of the Program Director (PD) is to provide leadership, direction, and management of camp’s programs and retreats.  The PD is responsible for planning, implementing, and coordinating camp programs and guest usage. This includes the summer camps and year-round retreats of CBC. The PD will work with the management team in the overall management and leadership of CBC.  All efforts must be conducted with a servant attitude that seeks to fulfill CBC’s mission *to Make Jesus Known.*

**CHARACTERISTICS:**  Desired characteristics include being flexible, servant-hearted, and a team-player.  They must also be creative and innovative in keeping up with camp trends and new programming. Likewise, they must be able to connect with the culture of North Dakota and Cooperstown Bible Camp lifestyle. They must have a desire to work with and lead college-aged staff, high school staff, and volunteers, as well as being able to interact with guests of all ages.  Must be able to learn and take on additional responsibilities when required.

**GENERAL RESPONSIBILITIES:**

1. Prioritize the programming needs of camp, promoting Jesus Christ, utilizing the facilities, and available resources. (Plan, Prep, Execute, and Evaluate Programs)
2. Seek to implement the vision, mission, and purpose of Cooperstown Bible Camp as the face of CBC.
3. Seek to disciple and train summer staff by being a spiritual leader and an example for all staff through leading Bible studies, prayer, etc.
4. Provide direction for all camp programs, including the year-round programs, summer staff recruitment, summer camp, adventure programs, family camps, and retreats.
5. Provide the Marketing Director with retreat/event information to create marketing and promotional materials.
6. A priority with this position is visiting and connecting with our EFCA NPD churches across ND, SD, MN, and MT, attending and promoting camp programs at Awanas, Youth Groups, Children’s Ministries, and church services.
7. Attend and engage in weekly staff meetings, prayer time, and Bible studies.
8. Responsible to the Executive Director (ED).
9. Meet regularly with staff and ED to enhance clear and effective communication.
10. Involve the ED in development of staff training materials/schedule.
11. Support the ED tactically and be his substitute in his absence.
12. Assist in the various needs/responsibilities of camp (TTO – Total Task Orientation)

**SPECIFIC RESPONSIBILITIES  
SUMMER STAFF:**

1. Oversee the recruiting and hiring of summer staff, nurses, and volunteers.
2. Interact, engage, and develop relationships with summer staff daily to fulfil our mission of “Making Jesus Known”.
3. Develop summer camp devotionals for summer staff.
4. Schedule individual discipleship meetings with summer staff through the summer.
5. Lead daily summer staff meetings and Sunday night summer staff meetings.
6. Encourage summer staff, noting strengths and helping them through struggles.
7. Provide summer staff with scriptural resources and innovative ideas.
8. Confront, mediate, counsel, and discipline summer staff as needed (keeping the ED informed.)
9. Develop and keep up to date on the summer staff handbook (with input from the ED)
10. Circulate and observe throughout camp to notice needed improvements with staff.
11. Lead and keep up to date with our camper protection program, Ministry Safe.
12. Lead summer staff mid-summer employee evaluations.
13. Plan and implement end of summer celebration for all staff.

**SUMMER CAMPERS:**

1. Develop a creative and balanced program to meet physical, spiritual, emotional, relational, and cognitive needs of campers.
2. Execute registration program on Ultracamp and train staff for registration day.
3. Confront, mediate, counsel, and discipline campers as needed (according to the staff handbook).
4. Contacting parents for discipline, medical, clarifications of campers, or Ministry Safe protocols.
5. Develop summer camp devotionals for campers.
6. Interact, engage, and develop relationships with campers daily to fulfil our mission of “Making Jesus Known”.
7. Act as night security or approve qualified staff for night security (rotation).

**SUMMER PROGRAM:**

1. Develop and implement the summer program and spiritual theme.
2. Emcee and carry out summer camp events including set-up and tear-down (chapel, games, etc.)
3. Write a comprehensive summer camp report at the end of the season for publication in the newsletter, church updates, etc.
4. Schedule speakers and worship teams for each camp as needed, vetting each before a contract is given. Communicate necessary information with each of them.
5. Circulate and observe throughout camp to notice needed programming improvements, and log for evaluation at the end of the summer camping season.
6. Coordinate use and driver of the camp bus to the Cooperstown pool. Acquire contract for the use of the Cooperstown pool.
7. Coordinate and communicate with our AP certifications and CPR certifications.

**YEAR-ROUND PROGRAM:**

1. Schedule and implement CBC retreats to meet the needs of our NPD churches and ministry groups.
2. Creatively theme all CBC retreats and events, keeping in mind our mission of “Making Jesus Known” and discipling all who attend.
3. Schedule and contract speakers and worship for all CBC retreats and provide tech needs as necessary.
4. Emcee CBC programs or approve a qualified emcee, as well as promote camp at ministry retreats.
5. Ability to learn and train volunteers with our online camp registration program, UltraCamp, and be available for all registration times.
6. Oversee and develop the ministry retreats calendar, with input from the ED and following CBC policy.
7. Maintain phone and email contact with ministry retreats as appropriate and inform our NPD churches about CBC retreats.
8. Act as primary host of ministry retreats while they’re at camp and maintain a high level of excellence for a great camp experience.
9. Acquire volunteers for ministry retreats.
10. Communicate with the Office Administrator for finances; invoicing ministry retreats, keeping current with paying honorariums. and programming invoices.
11. Circulate and observe throughout camp to notice needed programming improvements, and log for evaluation at the end of each retreat.
12. Oversee and be involved with the cleaning of facilities, or set-up and tear-down, during and after all retreats.

**OTHER YEARLY RESPONSIBILITIES:**

1. Scheduled employee evaluation with Executive Director as needed.
2. Must be able to obtain high ropes and CPR certification yearly.
3. Attend CCCA meetings and conferences, building relationships with other camps, while building on programming profession.
4. Recruit volunteers and summer staff throughout the year by visiting colleges, churches, CRU, FCA, etc.
5. Responsible for ordering and purchasing programming supplies and equipment while working within the approved budget.
6. Be on call for retreats/guest groups/summer camp.
7. All other duties as assigned.

**QUALIFICATIONS:**

1. Is a believer, has an active faith, and is continually growing in Jesus Christ and desires to see campers come to know and grow in Him.
2. A Christian of established character and integrity, sound in faith and doctrine, who meets the character traits of Scripture such as: 1 Timothy 3:1-13 and Titus 1:5-9.
3. Hardworking, self-motived, Christian leader, called to camping ministry, with a passion to share the Gospel and to develop disciples.
4. Must have good verbal, writing, and listening skills. Ability to speak clearly and face to face interactions and be articulate with phone and email.
5. Good public speaking presence and proven public relation skills.
6. Must have good organizational skills and the ability to multitask.
7. Ability to maintain confidentiality with information in conversations.
8. Bachelor’s degree and at least 2 years of Christian camping experience, or the equivalent.
9. Knowledgeable in Microsoft Word, PowerPoint, Excel, Publisher, and ProPresenter or willing to learn.
10. Is flexible and accommodating to the time and fluctuating demands of camp and retreat ministries.
11. Is physically able to handle the demands and rigors of a schedule and responsibilities that can result in long and demanding days.
12. Has an understanding that camp ministry has its seasons of long work and time off.
13. Ability to travel to places and flexible with overnight stays or at other camps, away from family or spouse.
14. Ability to work indoors and outdoors, in all North Dakota elements including hot summers and cold below freezing, snowy winters.
15. Willingness to learn and is teachable, conforming to the CBC lifestyle.
16. Understanding that CBC is located in a rural area, away from large cities, and is adaptable to the rural lifestyle.
17. Agrees with the philosophy, policies, vision, and goals of CBC.
18. Concur with the Statement of Faith of the Evangelical Free Church of America.

I understand the terms of this job description.

Please print your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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