

# Bear Creek Camp and Conference Center

3601 Bear Creek Blvd, Wilkes-Barre, PA 18702

## Program Director Job Description

### Position Overview:

The Bear Creek Camp Program Director shall serve the mission of Bear Creek Camp through design and implementation of programming throughout the year for youth, families, and adults through summer camp and year-round retreat programs. Assist in the management of the overall camp operation as a member of the staff team.

### Qualifications:

1. A desire to work in outdoor ministry and to make campers and guests the number one priority.
2. Excellent organizational and prioritization skills; ability to meet assigned deadlines
3. Ability to work with limited supervision in an overall team environment that requires communication
4. A minimum of 21 years old.
5. Ability to maintain clearances for working with children as required by applicable state and federal law.

**Reports to:** Executive Director

### Responsibilities:

1. Program
  - a. Oversee the development and operations of summer camp programs including on-site youth and family residential and off-site day camps.
  - b. Oversee the development and operations of camp-sponsored off-season retreats.
  - c. Recruit, train, manage, and evaluate staff for all programs.
  - d. Recruit, train, and manage volunteer positions including summer chaplains and nurses.
  - e. Oversee the year-round operation of camp program areas including challenge courses, waterfront and other specialized activities.
  - f. Liaise with Board of Directors, and appropriate committees and taskforces regarding program strategy and evaluation.
  - g. Participate in regional and national events towards continuing professional development.
  - h. Host user groups and be on-call in rotation with other staff.
2. Administration
  - a. Oversee and serve as liaison for American Camp Association accreditation.
  - b. Maintain appropriate records of campers, guests, and staff. Assist in the management of databases.
  - c. Manage programs in relation to overall camp budget.
3. Marketing/Public Relations
  - a. Coordinate and promote camp to congregations and other constituent groups through church visits, synod events, and other appropriate times.
  - b. Oversee and coordinate the Bear Creek Ambassador program.
  - c. Create marketing materials for programs and general promotion of camp including print, email, video, and social media.
  - d. Build relationships with families, guests, congregations, and community members in the areas of fundraising and development.

### Essential Abilities:

1. Skills to effectively relate, instruct, and supervise youth and adults in a positive and supportive manner.
2. Capable of effective, appropriate, and sustained mental, emotional, and social responses in camp's constantly changing, youth- and guest-centered environment.
3. Cognitive ability to understand and implement safety regulations and procedures.
4. Visual and auditory abilities to effectively communicate in-person and through writing.
5. Have the physical, mental and emotional endurance to work long hours and irregular schedules.
6. Physical ability to walk, stand, sit, climb, kneel, crouch, stoop, and stand to perform job responsibilities in varied terrains and environments.
7. Physical ability to lift 50 pounds.

**Classification:** Fulltime, Exempt

(Revised 12/20)