

# Program Director

## **Specialty**

The Program Director will help to advance the mission and vision of Lake Ann Camp by administrating details to broaden the scope and value of the ministry in the coming years. This will be done by being the staff member most concerned about camper satisfaction as it is related to the impact of our programs and staff on the campers.

## **Personality Profile**

Developer/Designer

## **Assumptions**

1. A close personal walk with Jesus Christ is essential for this individual to flex with all of the demands of this position.
2. The Program Director will take on many aspects of the camp's ministry that will allow the camp to scale and grow in the future allowing us to reach more campers for Christ in deeper ways that we are currently achieving.
3. The processes and methodologies of Lake Ann Camp provide many transferable concepts that could advance other ministries, with proper planning the ministry of Lake Ann will be greatly benefitted by getting those concepts out into an expanded audience.
4. For staff to work at peak capacity, they need to not only know what to do, but also why they are doing it and how their individual activities advance the overall cause.
5. The LIFT internship is Lake Ann's attempt to pass on its legacy to worthy young recruits. This individual needs to be fully vested in the core values and methodology of the camp and able to use the LIFT interns to sharpen our focus and create vibrant and impactful programs.

## **Responsibilities**

1. The Program Director will work with the Executive Director to hire the summer program directors insuring that the campers have a raving fan experience that will challenge them to make Biblical life-changing decisions at camp. Upon hiring He will be the primary supervisor of the summer camp programs and their respective directors.

2. The Program Director will be the key individual in the planning, promotion, executing and evaluation of all Lake Ann sponsored retreats including working with the Executive Director in the selection of each Lake Ann sponsored retreat speaker, worship leader and workshop presenters.
3. The Program Director will coordinate with the Guest Services Director to produce the calendar and monitor the energies of the LIFT Internship and will use the LIFT participants to help write and develop the camp's programs. This responsibility will include the coordination of instruction by other Lake Ann staff members and off-site travel.
4. The Program Director will expand the impact of the camp by working with and encouraging camping around the world. This will include the oversight of offerings designated to missions and the coordination of travel to mission fields by camp staff and LIFT interns and may involve international travel alongside the LIFT team.
5. The Program Director must have the ability to speak as he will share a role in the training of the summer staff with the Executive Director and potentially speaking in churches to promote the ministry.
6. The Program Director will be responsible for the care, upkeep and replacement of all program activity supplies. I.e. Octaball, seasonal equipment, Fresh Start equipment, program shed etc.
7. The Program Director will be the individual responsible for camper discipline and/or complaints at the camp. He shall report to and be in communication with the Executive Director for all such activities.
8. During the summer ministry he will hire and be the direct supervisor of the following program departments: Acorn Acres, High Adventure and the summer age graded programs. This responsibility will include the yearly preparation of the individual budgets of these areas and the spending of related designated funds.
9. The Program Director will be the chief advisor to the summer High Adventure Director when it comes to program concepts and spiritual impact of those programs.
10. As the inside sales person the Program Director will travel to up to six key churches and conferences throughout the year to promote the ministry of the camp.
11. The Program Director will champion the efforts of any special events like the Family Fun Day and turn them into profitable promotions for the camp.
12. Full-time Direct Reports: Program Director Assistant and LIFT Interns.

## **Authority**

1. He shall make recommendations to the Executive Director to upgrade or withdraw camp programs.
2. He shall have the authority to speak on behalf of the camp at churches and conferences.
3. He shall make recommendations to the Executive Director regarding the hiring or dismissal of speakers, musicians and staff members for the programs and services he supervises.
4. He shall prepare his budget with the help of the Director of Finance and administrate the budgets of the departments under his direct supervision.
5. He will administrate the discipline policies of the camp with campers and summer staff members under his leadership and seek to meet the needs of guests with grievances.

### **Accountability**

To the Executive Director

### **Time Distribution**

30 % Summer Ministry planning and execution

30% Lake Ann Sponsored Retreat planning and execution

15% LIFT internship coordination and instruction

10% Preparation, speaking and training of others

10% Coordination of mission ventures

5% Personal development

Revised 10/2022