



## **Position: Director of Programs**

### **Desired Qualifications:**

- Commitment to Christian camping as a vocation, and a desire to share the Gospel of Jesus Christ with people of all ages.
- Good verbal and written communication skills
- Minimum 5 years of leadership experience in outdoor ministry or congregational setting
- Maturity of judgment, enthusiastic and creative
- A sense of responsibility, resourcefulness and individual initiative
- Strong public speaker/presenter

**Office Location: WAPO Office - Amery Wisconsin**

### **Reports to:**

- Executive Director

### **Serves on the following Teams:**

- Program Team
- Retreat Team
- Admin Team
- Executive Team

### **Essential Function:**

- Create unique and visionary ministry opportunities for summer camp and retreat seasons
- Provide Christian leadership and stability for staff and campers in accordance with our Vision, Mission and Core Values
- Provide administrative leadership designed to challenge and inspire Wapo & Ox Lake Summer staff and our retreat team to carry out the mission of the camp
- Oversee camp Risk Management policies and procedures
- Understand and value the importance of diversity in our programs and staffing
- Enthusiastic about meeting new people & groups to build collaborative experiences
- Strong relationship building skills; managing existing and new relationships with congregations and groups

### **Specific Responsibilities:**

**Summer Staffing and Supervision:** Responsible for and to summer staff members at Ox and Wapo

- Recruit, hire, train and supervise 100+ college aged summer staff
- Ensure the well-being and safety of summer staff and campers by creating exceptional training programs and by providing diligent, hands-on supervision
- Provide Christian support and leadership
- Coordinate planning, scheduling and safety concerns for tripping and travel
- Coordinate and oversee appropriate program support functions – Health & First Aid, Waterfront, Team Leaders, Horse Program Leaders, etc.
- Create and implement staff manuals and other reporting procedures
- Create and manage budget areas
- Coordinate and supervise camper registration process
- Supervise Technology Director and approve/author annual program offerings for website and other communications

### **Retreat Team Supervision:**

- Supervise Retreat Director
- Set and attain high levels of hospitality for retreat groups
- Create programmed retreat portfolio for people of all ages
- Ensure the well-being and safety of our retreat guests by creating exceptional training programs for our retreat team and hosts, and by providing diligent, hands-on supervision

**Wapogasset Organization:** Responsibilities on behalf of the entire organization

- Serve on 4 teams with an eye on the needs of the entire organization.
- Maintain an up to date overview of each of the site's opportunities and needs so that accurate information across the organization can be communicated when recruiting staff and campers
- Promotion and Publicity: Maintain presence in congregations and various events

### **Administrative Duties:**

- Follow and promote risk management policies and procedures, including government and ACA regulations
- Keep Executive Team updated on a regular basis as to camper well-being, camp and church staff, incident reports and financial activity
- Work in tandem with the Board's Program Committee Chair to set agendas and meetings

**Other duties as assigned by Executive Team**