



LAKE WAPOGASSET

LUTHERAN BIBLE CAMP, INC.

WCB Program Manager

Reports to: WCB Director

Office Location: Twin Cities and WCB Seasonally

Desired Qualifications

- Good verbal and written communication skills
 - Relational focus and ability to supervise staff and campers
 - Maturity of judgment, enthusiastic & creative
 - Ability to creatively develop faith nurturing and secular opportunities through programs
 - Commitment to risk management policies and procedures
 - Strong sense of responsibility, resourcefulness and individual initiative
 - Team player, exhibits traits of flexibility and believes in the power of outdoor ministry experiences
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General Responsibility / Purpose

To uplift the mission of Lake Wapogasset Lutheran Bible Camp, Inc. by supporting and carrying out responsibilities at Wilderness Canoe Base.

Essential Function:

- Work with Wilderness Canoe Base and LWLBC year-round staff to recruit and host new users to Wilderness Canoe Base during summer and retreat seasons.
 - In coordination with Wilderness Canoe Base and Lake Wapogasset Lutheran Bible Camp staff, assist in development strategy and work to raise annual and campaign funds.
 - Assist with site and facility work located at Wilderness Canoe Base.
 - Work with Wilderness Canoe Base year-round staff to assist in leading and supporting seasonal staff and volunteers during summer and retreat seasons.
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Specific Responsibilities:

- Consistently work to create, build, expand, and/or deepen relationships with organizations, churches and individuals with similar missions and goals.
- Develop new partnerships with users in all seasons of operation (in particular winter, summer, and fall seasons).
- Assist in leading programmed retreats at Wilderness Canoe Base in spring and fall seasons, and as needed in winter season.
- Manage a portfolio of donors and help in expanding development efforts for Wilderness Canoe Base and LWLBC. Specific work will be done to expand activity of donor cycle work: discovery, cultivation, solicitation, and stewardship of new, recurring, and lapsed donors.
- In coordination with Camp Manager, assist in septic system upkeep and maintenance, Fire Suppression System upkeep and maintenance, building renovations and improvements, and other major Utility Systems.
- Assist in transitioning WCB from summer to winter operation, and from winter to summer operation.
- Assist in management of recruitment, training and support of summer staff and Swampers for Wilderness Canoe Base (hiring, staff training, program logistics for WCB summers).
- Maintain a presence with multiple Friends of Wilderness groups that meet consistently throughout the year.
- Support and assist in a variety of LWLBC special events throughout the year (Giant Paddle, Dinner Theater, Appreciation Dinner, etc.).
- Fulfill other duties as assigned by WCB Director and LWLBC Executive Director.