

**Luther Point Bible Camp  
11525 Luther Point Rd.  
Grantsburg, WI 54840**

**PROGRAM DIRECTOR**

The Executive Director assumes final authority and all staff are finally accountable to the Director for all facets of the mission and operation of Luther Point Bible Camp (LPBC). Within this accountability, the Program Director shall receive the delegated authority and responsibility to carry out the tasks described below.

**OVERVIEW OF POSITION**

The Program Director shall be able to effectively communicate the Gospel within the context of Lutheran Theology, and be committed to LPBC's philosophy and program as it exists and continues to develop within the mission of the Evangelical Lutheran Church of America.

**RESPONSIBLE TO**

The Executive Director of Luther Point Bible Camp.

**QUALIFICATIONS**

1. Commitment to Christian camping as a vocation, and a desire to share the Gospel of Jesus Christ with campers of all ages.
2. Member of an ELCA congregation
3. At least 21 years of age
4. College degree or equivalent experience
5. Experience on camp staff, summer and/or full time
6. Organizational skills, attention to details
7. Promotional and public speaking skills
8. Ability and understanding of extending and teaching hospitality
9. Program planning and leadership skills
10. Effective computer skills, including using social media as a tool
11. Ability to solve problems while working under stress
12. Commitment to risk management policies and procedures (a familiarity with ACA standards preferred)
13. Musical Abilities (e.g. vocal, guitar) (preferred)
14. Willingness to live onsite for a minimum of one year (preferred)
1. Basic First Aid and CPR certification (preferred)

**RESPONSIBILITIES**

**Summer**

1. Work with program committee to plan and implement summer programs and curriculum
2. Work in consultation with the Executive Director in securing a competent summer staff
3. Plan and lead staff training in consultation with Executive Director
4. Direct summer program, program staff, and day camps
5. Supervise summer staff, including timely evaluations during and at the end of summer program

6. Welcome and involve pastors, advisors, and youth directors in programs
7. In a timely fashion, coordinate/assign leadership and program staff for weekends, trips, and events
8. Lead weekly staff meetings and lead or delegate daily staff meetings and weekly closing worship
9. Alternate being on-call with Executive Director
10. Other duties as assigned

#### Retreat Season

1. Program LPBC-sponsored events and retreats, secure staff and resource people
2. Provide retreat coordinator with logistical information in a timely manner (number, facility needs, schedule, etc.)
3. Promote retreats through written material and visits
4. Plan, recruit, and train staff and secure necessary resource people for LPBC programs
5. Schedule, train, and recruit staff for camp promotions, as needed
6. Serve as a resource for congregations, youth directors and pastors, as requested
7. Work with synod, other camps, and colleges in securing, training, scheduling staff for all types of outreach and educational experiences, for example -- Synod Junior and Senior High Gatherings
8. Serve as retreat host when scheduled
9. Other duties as assigned

#### General

1. Work with Program Committee and Executive Director to develop and promote new programs, retreats - special needs, age-specific and intergenerational
2. Work with Executive Director (and Development Director) to broaden alumni database, possible alumni newsletter, special events and activities
3. Coordinates with the Executive Director to produce mailings, promotional materials, and publications throughout the year.
4. Assist in developing marketing plans and actively promote all LPBC-sponsored programs.
5. Attend conference, synod, special events as requested
6. Communicate with and visit member congregations
7. Attend LPBC Board of Directors meetings upon request
8. Participate in Program Committee meetings
9. Serve as Director in absence of Executive Director
10. Promote and schedule Camp Sundays and Camp Wednesdays for visiting member congregations and promoting LPBC's programs
11. Attend outdoor ministry conferences, gatherings, and continuing educational opportunities as germane to this position
12. Oversee the operation of the canteen, including ordering inventory every year
13. In consultation with the Executive Director, evaluate the programs offered by LPBC
14. *Refer to the Program Director's manual for details/timelines of annual responsibilities*
15. Other duties as assigned

#### **TERMS**

This position is full time, year-round. This person will be hired for an indefinite term, subject to termination in accordance with the Personnel Policy of LPBC.

### **EVALUATION**

The Executive Director will conduct a review at three and six month's employment, and conduct an annual review/evaluation going forward.

### **BENEFITS**

1. Salary range based on education and experience
2. Two weeks paid vacation, sick leave, and holidays following LPBC Personnel Policy
3. Vehicle available for camp business
4. Laptop provided, cell phone partially reimbursed for camp use
5. Continuing education
6. Benefits are through Portico and include health insurance, dental insurance, disability insurance, life insurance, and contributions to retirement/pension program through Portico/Fidelity
7. Housing, internet access, utilities (except TV service) provided on-site, if feasible