

Position: Program Director, a full time position with housing provided onsite
Requirements: Post secondary degree, experience in Outdoor Ministries, good understanding of Lutheran theology.

Preferred skills: computer and office-related proficiency, music or guitar background, social media, lifeguard or advanced first aid certifications.

Responsibilities:

In the areas of Program directing, this person shall:

1. Lead and design program retreats
2. Lead, design, and create summer programs and curriculum
3. Recruit, hire, and train summer camp staff with the assistance of the Director

In the areas of program management, this person shall:

1. Supervise and coordinate summer staff
2. Order supplies for programs in a timely manner
3. Order canteen supplies and clothing in cooperation with the Director
4. Schedule staffing for special program needs and events with the Director
5. Organize documents and forms necessary for employee records
6. Evaluate and document summer staff job performance

In the areas of Retreat Ministry, this person shall:

1. Provide high quality hospitality to guests and visitors
2. Be available to welcome and assist retreat guest upon arrival
3. Be available through the weekend for hosting and guest management
4. Receive payments from retreat guests or invoice accordingly, paying close attention to numbers attending and rates
5. Assist or lead food service needs as arranged, assist in serving and cleanup
6. Contact the retreat group two weeks out to see how their planning is going and to remind them of the 7 day advance final meal count
7. Provide the Food Service Manager an accurate meal count at least 7 days in advance of the retreat, including any special dietary needs
8. Be available at checkout for cleaning instruction, closing windows, adjusting heating, and turning off lights

Other Responsibilities:

1. Assist as needed in general office tasks such as data entry, registration of campers, mailings, and phone reception
2. Become proficient in managing the registration and camp store software
3. Schedule and book retreats including contracting and followup
4. Assist in maintenance as needed, at times to include winter snow removal, general janitorial, grounds, and repair
5. Final inspection of facility preparation for groups to ensure a clean and well presented image for Onomia

Site Security:

1. There must be a full time Onomia staff person or their designate on site or immediately available at all times when there are guests present

2. Residence should monitor, within reason, entry and departure of vehicles into the camp property
3. Lockup of facilities as needed
4. Turn off lights left unattended
5. Use discretion and your authority to deal with unruly guests

Specific Relationship to Food Service

1. Provide weekend guest numbers as they are available, preferably by the Monday before the retreat to the FSM. Estimated numbers and weekends scheduled are communicated to be communicated as soon as they become firm
2. Summer kitchen help will be coordinated by the Program Director and Director depending upon expected numbers. When guest numbers exceed 50 people, a second paid kitchen assistant will be assigned. Retreat hosts and full time staff will be available for assisting in serving and clean-up as needed.
3. In situations where both the Program Director and the Director are off site on Sunday mornings of retreat weekends, the FSM will assist guests with questions in regards to check out and special needs, and will remain on site until guest have departed.

Supervision and Lines of Authority

1. The Program Director is directly responsible to the Executive Director
2. Summer staff are directly responsible to the Program Director and then the Director
3. Coordination and communication of guest counts, special meal requirements, and supply needs shall occur through the Program Director and at times the Director to the FSM
4. Kitchen assistants are directed in their kitchen roles by the FSM, but are under the supervision and responsibility of the Program Director and then the Executive Director
5. All employment related issues occur through the Executive Director

Time off and Pay

1. This shall be a full time position with benefits of housing, utilities, medical, and pension. Pay is every two weeks.
2. There is no typical work week in outdoor ministries. Generally speaking, when working full weekends, the Program Director is expected to take a day and a half off during the week as time away. During the summer season, you are encouraged to manage your time in such a way as to do what is necessary to fulfill your job role as supervisor while maintaining consistent time off periods.
3. Meals may be taken as benefit of your employment.
4. Vacation time accrues at the rate of one day per month, available after 12 months or as negotiated.
5. All vacation periods or time off must be arranged IN ADVANCE with Director
6. Excess food stuffs may not be taken home without the permission of the Executive Director