



P Y O C A  
CAMP AND RETREAT CENTER

**POSITION: ASSISTANT PROGRAM DIRECTOR**

**STATUS: PAID, FULL-TIME, EXEMPT**

**PURPOSE:** To assist in the development and administration of Pyoca-hosted programs, camps, and youth retreats, and to assist in hosting and hospitality for guest groups.

**ACCOUNTABILITY:** The Assistant Program Director is under the direct supervision of the Program Director and is accountable to the Executive Director of Pyoca Camp and Retreat Center.

**QUALIFICATIONS:**

REQUIRED:

- i. Possess a firm understanding, belief, and faith in Jesus Christ, with a willingness to work within a Protestant Reformed institution, historically connected to the Presbyterian Church (USA).
- ii. Bachelor's degree (*preference for those specializing in outdoor recreation, hospitality and tourism, education, and environmental sciences*).
- iii. 1-2 years' experience in camp and retreat program operations.
- iv. Willing and able to work 50-60 hours a week during the summer program season, and available to work weekends year-round as dictated by the retreat and program schedule.
- v. Must understand and relate well with children, youth, and adults.
- vi. Public speaking and excellent communication skills.
- vii. Willingness to become certified, if not already (*see below*), to supervise and facilitate waterfront activities and training, as well as challenge course facilitation.

PREFERRED:

- i. Able to facilitate high ropes, climbing tower, and initiative courses (*training available*).
- ii. Lifeguard Instructor certification through the American Red Cross (*training available*).

**Physical Requirements:** All types of physical activity are required, including walking, standing, lifting up to 40 pounds, pushing, pulling, and bending.

**RESPONSIBILITIES:**

1. Programming:
  - i. Assist in scheduling, planning, promoting, and supervising Pyoca-hosted programs, camps, and youth retreats (*to include staying on-site during these programs*).
  - ii. Assist in recruiting, interviewing, hiring, training, and supervising the paid and volunteer summer staff.

- iii. Assist in the management of day-to-day operations and program activities offered at Pyoca (*i.e. high ropes course, climbing tower, initiative course, waterfront, etc.*).
2. Hosting:
- i. Provide hosting services twice a month for groups using the Pyoca facilities, acting as the main contact person between Pyoca and the guest groups during their stay.
  - ii. Assist Executive Director and Program Director in marketing, and provide tours to potential new groups.
  - iii. Assist Executive Director and Program Director in coordinating evaluation and follow-up procedures after events, including: securing buildings, invoicing, and event evaluations.
3. Marketing/Promotions:
- i. Assist in the distribution of marketing materials, including social media.
4. Administration:
- i. Assist in the management of the Pyoca program budget, in consultation with the Program Director and Executive Director.
  - ii. Develop an understanding and use of camper registration software and billing.
  - iii. Assist Pyoca staff in providing routine maintenance and food service preparation, as appropriate to program development (*i.e. routine maintenance and inspection of program areas, assist in housekeeping for building turnaround, etc.*).

**EVALUATION:** The Program Director will conduct monthly check-ins for the first year of employment. The Executive Director will conduct an annual salary review.

**TERMS:** This person will be hired for an indefinite term, subject to termination in accordance with the personnel policies of Pyoca Camp and Retreat Center, Inc.

**BENEFITS:**

- Salary range \$36,000 - \$42,000, based on experience.
- Room and board during Pyoca programs and while hosting guest groups.
- Medical, death, and disability benefits through the PC(USA) Board of Pensions.
- Pension plan through PC(USA) Board of Pensions after 3 years' service.
- One day of accumulated vacation per month, up to 10 days in first year of service. One additional day added per calendar year of service, up to 25 days.
- Laptop computer and mobile phone to support on-site and/or remote work.
  - *Remote working schedule to be coordinated in consultation with Executive Director.*
- Membership with the American Camping Association and Presbyterian Church Camp Conference Association.
- Budget for continuing education and certification, as well as time to complete such activities.