



Call for Applications: Program Director

HopeWood Outdoors, a Lutheran outdoor ministry organization of Ohio, is seeking a full time Program Director to develop and implement programs for summer camps and year-round retreats. With 480 acres of camp property and outreach efforts throughout the state, HopeWood is committed to inclusive, accessible outdoor ministry models and we are growing to make that a reality at all levels of our organization. The right candidate will be enthusiastic about working with children, youth, and families, providing faith formation experiences, and developing teams of staff and volunteers. This position requires residency in close proximity to Lutheran Memorial Camp at HopeWood Pines. Please feel free to share this opportunity with anyone you think may be a good candidate for this opportunity.

Position Overview:

A Program Director is primarily responsible for programming for either summer family camp and sponsored events (retreats and Outdoor Leadership Academy) or programming for youth camps, Connect outreach camps, and hosted events for the organization. The Program Director will work primarily at HopeWood Pines in the fall, winter and spring (f/w/s) and primarily at their assigned site during the summer (either HopeWood Pines or HopeWood Shores).

Qualifications:

1. Theology – A commitment to the Christian faith and a willingness to live out your faith in word and action. A willingness to teach campers and instruct and mentor staff in ways that are consistent with the teachings of the Evangelical Lutheran Church in America.
2. Education – A Bachelor’s degree from an accredited college or university.
3. Experience – Previous work experience in outdoor ministry, youth & family ministry or recreation.
4. Philosophy – A commitment to the mission and ministry of outdoor ministries as a unique setting for Christian education, faith development, renewal, and creation stewardship.
5. Required knowledge and skills – Well developed skills in creatively developing, promoting, implementing, and evaluating programs.
6. Desired but not required skills – Certification in first aid/CPR, lifeguard, archery and high ropes; ability to lead singing or play guitar.
7. Other position requirements upon hire:
 - Immediately accessible at their assigned site (via on-call service) during the summer and at HopeWood Pines throughout the year.
 - Be prepared to work many weekends and often long hours.
 - To have a current driver’s license and safety record that fulfills HopeWood Outdoors’s insurance company’s requirements
 - To be or become an active member of an ELCA congregation in Ohio or a denomination that is a full communion partner with the ELCA.
 - A desire to learn from others with significant years of outdoor ministry experience

Reports To: HopeWood Outdoors Executive Director

Responsibilities:

1. Program – work with the Executive Director and program staff to develop, publicize and evaluate programs; develop programs that are Christ-centered and consistent with the Lutheran confessions and teachings of

the ELCA and meet the needs of our constituency. Develop new programs based on market research and needs of HopeWood Outdoors's constituency. Provide hands-on programming and hospitality with guests.

- a. Summer program planning, leadership, implementation and evaluation for their assigned site.
 - Program development and implementation that reflects HopeWood Outdoors's mission, summer goals and curriculum.
 - Relate effectively to campers, volunteers and staff.
 - b. Retreats
 - Work with the Executive Director and program staff to develop, implement and evaluate sponsored programmed retreats, servant opportunities and events for HopeWood Pines and HopeWood Shores (e.g., Confirmation, Camp Boo-ther, Festivals).
 - Host retreats in ways that reflect HopeWood Outdoors's mission and retreat goals through implementing HopeWood Outdoors retreat procedures.
 - c. HopeWood Outdoors Connect
 - Partner with congregations to develop and implement retreats year-round at their locations.
 - Serve as a liaison to assigned Ohio ELCA Synodical youth and family ministries.
 - d. Outdoor Leadership Academy and Creation Stewardship
 - Program planning, coordination, leadership, implementation and evaluation.
 - STEM curriculum development consistent with educational standards for the State of Ohio.
 - Serve as the lead naturalist, being knowledgeable of the natural resources and providing leadership for the environmental practices (i.e., recycling, composting).
 - Interpret safe conduct within, and respect for, the natural environment.
 - During the fall/winter/spring maintain the health and welfare of captive wildlife used in programming.
2. Hospitality
- a. Provide for a hospitable ministry that makes all people feel welcomed, appreciated and well cared for during every encounter with HopeWood Outdoors.
 - b. Train seasonal staff in a variety of ways in which hospitality can be carried out.
 - c. Prior to guest arrival, provide quality control to make sure facilities are well maintained, clean and fully stocked.
 - d. Interact with guests in a friendly and accommodating manner; cultivate healthy relationships with camp participants.
 - e. Interact with staff in a friendly and accommodating manner.
3. Maintain Property, Facilities and Guest Services
- a. Oversee on-site food service and facilities staff to ensure quality, variety, cleanliness, and hospitality.
 - b. Ensure the camp's compliance with local, state, federal, insurance and ACA guidelines.
 - c. Manage on-site camp store in consultation with the HopeWood Outdoors Executive Director.
 - d. Assist as needed with implementation of HopeWood Outdoors Strategic Plan.
 - e. Assist with the EcoEternity Forests.
 - f. Provide a safe environment for guests and staff; report unsafe or deteriorating conditions of trails, buildings, recreation or program areas to relevant Facilities Manager(s); if necessary, redirect groups until the situation has improved.

4. Human Resource Management in accordance with HopeWood Outdoors personnel policies and procedures
 - a. Successfully manage employees to effectively carry out their job descriptions to implement HopeWood Outdoors's vision and mission.
 - b. Recruit, screen, train, schedule, support, supervise and evaluate employees for your assigned site in accordance with HopeWood Outdoors personnel policies and procedure.
 - a. Include the Executive Director in the interview process for any facilities and kitchen staff.
 - c. Seek out staff members who will be comfortable working in a Christian ministry and program staff members whose theology is consistent with teachings of the ELCA.
 - d. Provide support for the faith formation and personal development of program staff.
 - e. Recruit, screen, train, schedule, supervise and evaluate program volunteers (i.e., Adult Discovery Leaders, Chaplains, festival support volunteers, and the like)
 - f. At your assigned site, review employees time sheets and submit payroll to the Office Manager.
 - g. Obtain and forward information to the Office Manager for employee's personnel and volunteer's files.
 - h. Intervene as necessary in any situation that may threaten a camper, volunteer or staff member's well-being.

5. Administration

- a. Successfully prioritize and manage your time to effectively carry out your job description for the mission and ministry of HopeWood Outdoors.
- b. Work in accordance with HopeWood Outdoors constitution, bylaws, policies and procedures.
- c. Successfully manage the day-to-day operations of your site during the summer.
- d. Assist with implementing HopeWood Outdoors's strategic plans and goals as assigned.
- e. Complete incident/accident reports to the Executive Director and Office Manager on the day the incident/accident occurs.
- f. Reply to letters, emails and phone calls within one business day; maintain regular office hours.
- g. Data Base Management/Reservations
 - In consultation with the Office Manager, proficiently use the HopeWood Outdoors database system to find information, enter information and print out reports.
 - Interface between Guest Relations and camp staff regarding calendar of events; contracted groups and individual's information regarding numbers, facilities, meals, program and special needs.
 - Work in coordination with Guest Relations to maintain records on each guest, group and program.
- h. Oversee all general office functions for their assigned site
 - Maintain daily communications (telephone, mail and electronic).
 - File all documents and records, both paper and electronic, in an organized manner consistent with HopeWood Outdoors procedures.
- i. Financial and resource management.
- j. Complete all reports and duties in a timely manner.
- k. Ensure that programs comply with all applicable local, state and federal laws and ACA standards.

6. Fiscal and Resource Management

- a. Work with HopeWood Outdoors Guest Relations Coordinator, Office Manager, and Bookkeeper regarding registrations, accounts payable, accounts receivable, deposits, receipts, credit card processing and paying store taxes consistent with HopeWood Outdoors policies and procedures.
- b. Maintain contracts with vendors.
- c. Assist in developing the annual budget as requested.
- d. Develop cost savings measures and exercise good financial stewardship; strive to do the best job possible at the most economical cost.
- e. Oversee the purchase, safe use, care and storage of all program supplies for your assigned site; plan ahead and keep supplies well organized so you do not make unnecessary purchases.

7. Public Relations, Marketing and Communications

- a. Work in cooperation with the Executive Director, Office Manager, and program staff to develop and maintain written program description and welcome letters for all programs.
- b. Lead Camp tours with prospective Camp participants.
- c. Promote upcoming HopeWood Outdoors programs and invite guests to participate prior to departure of all summer campers, retreat groups, environmental education students and other guests.
- d. Promote HopeWood Outdoors opportunities with churches, youth groups, community groups and other venues (e.g., temple talks, develop relationships with key congregation's leaders).
- e. Cultivate healthy relationships with people from the local area around the camps.
- f. Share photos, videos, and impact stories for HopeWood Outdoors marketing and financial development; foster the "virtual" camp community through social media.
- g. Work cooperatively with other key staff to effectively recruit guests.
- h. Work to develop and maintain relationships with staff alumni and obtain their contact information for our database.

8. Other

- a. Implement the HopeWood Outdoors Environmental Ethics Policies and Procedures; participate in an annual environmental audit; identify ways to conserve energy and resources; limit waste and utilize recycling.
- b. Participate as a member of the year-round staff to ensure the integration of program with maintenance, housekeeping, food service and administration; support the work of other staff and pitch in wherever needed such as kitchen, office, cleaning or maintenance.
- c. Participate in camp and HopeWood Outdoors staff meetings and other staff development activities; lead summer staff meetings.
- d. Meet 1x1 with the Executive Director on a regular basis regarding how things are going and about anything significant or out of the ordinary.
- e. Professionally represent HopeWood Outdoors at all times.
- f. Complete other duties as assigned.

Essential Abilities:

1. Understand and implement safety regulations and procedures.
2. Communicate with people in person, over the phone and electronically; to identify and respond to safety and environmental hazards and inform guests and staff.
3. Effectively drive, operate computers, order supplies, keep orderly records and develop curriculum.

4. Endurance to work long hours.

Classification: Salaried Exempt Full Time Year Round
(Revised 2/24)

Application Process: Complete the HopeWood Outdoors Year-Round Application and submit, along with a resume or CV, to info@hopewoodoutdoors.org. Applications will be accepted until the position is filled and will be reviewed on a rolling basis.

Today's Date _____

Personal Information			
Last Name		First	Middle Initial
Address		E-mail	Home phone
City	State	Zip	Cell phone
Position desired			
Are you a US Citizen?		Yes	No
If no, do you have the legal right to retain employment in the US?		Yes	No
Have you ever been convicted of a crime?		Yes	No
If yes, please attach an explanation on a separate sheet of paper including nature of offense, when, where and disposition? <i>(A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.)</i>			
Additional Information			
<i>Complete this section only if the position you are applying for specifies membership in an ELCA congregation (or a denomination the ELCA is in full communion with) as an occupational qualification</i>			
Congregation and Denomination Membership		City and State of the Congregation	
<p>Camp or Retreat Center - Please include the camp name and location, the year, and how you were involved whether staff, volunteer, camper or retreator (i.e. LMC, Marengo, OH, 1990-93, volunteer and camper).</p>			

Education

School Name and Location	Course or Major	No. of years Completed	Degree(s)
High School			
College or University			
Graduate Study			
Business/Trade/Technical/or Other Schools			
Other/Continuing Education			
Current Licenses/Certificates			

Professional References

List 3 people - preferably past supervisors or people with whom you have a professional relationship.

Name	Name	Name
Relationship	Relationship	Relationship
Occupation	Occupation	Occupation
Phone Number	Phone Number	Phone Number
E-mail Address	E-mail Address	E-mail Address
Business Address	Business Address	Business Address

Employment History - Begin with current or most recent employer

Employer Name	Dates Employed	Salary (hourly/weekly/monthly/annually)	
Position Title and Description of Responsibilities			
Employer Address	City	State	Zip
Employer phone	Employer E-mail		
Supervisor Name and Title	Reason for Leaving		

May we contact your **present** employer prior to any employment? Yes

No

Employment History - continued

Employer Name	Dates Employed	Salary (hourly/weekly/monthly/annually)
Position Title and Description of Responsibilities		
Employer Address	City	State Zip
Employer phone	Employer E-mail	
Supervisor Name and Title	Reason for Leaving	

Employer Name	Dates Employed	Salary (hourly/weekly/monthly/annually)
Position Title and Description of Responsibilities		
Employer Address	City	State Zip
Employer phone	Employer E-mail	
Supervisor Name and Title	Reason for Leaving	

Qualifications

Please succinctly share with us your qualifications and why you feel these qualifications will enable you to be successful in this position. Please attach your resume.

Please share your answers to the following questions:

1. **What interests you in this position?**

2. **Please share your faith story/theological beliefs including factors that have influenced your spiritual journey:**

3. **Please share an example of how you have successfully developed an idea from its inception to its implementation or completion - include all the steps along the way:**

4. Briefly state your vision for environmental education, retreat ministry, and summer camp ministry:

HopeWood Outdoors mission is to bring people together to experience Christ through natural settings and programs.

Please Read Carefully Before Signing

1. To the best of my knowledge, all information provided in this application for employment form is complete and accurate.
2. Misrepresentation of facts in this application will disqualify me from further consideration.
3. HopeWood Outdoors has my permission to investigate all information stated in this application.
4. I understand that any offer, verbal or written, of employment by an authorized agent of HopeWood Outdoors is effective only after the receipt of satisfactory references, satisfactory pre-employment testing, and an acceptable arrest or conviction record.
5. Applicants employed by HopeWood Outdoors will be expected to understand, respect, and support the mission of HopeWood Outdoors.
6. I fully agree to the statements and conditions listed in 1 through 5 above.

Signature _____

Date _____

Please return this application to HopeWood Outdoors via mail or e-mail

Address: HopeWood Outdoors, 863 Eastwind Drive, Westerville, OH 43081

E-mail: info@hopewoodoutdoors.org

If you have questions, please contact HopeWood Outdoors at 614-890-2267.