



Program Director: Shores of St. Andrew

Updated August 2024

Summary

As a vital part of the ministry team, the Program Director at Shores of St. Andrew brings joy and enthusiasm to managing year-round, exceptional programming, including staff recruitment, safety oversight, and fostering warm hospitality. This role requires creativity, teamwork, organizational prowess, and communication skills to translate strategic vision into concrete programs. Candidates ideally have experience in outdoor ministry, expertise in teaching, strong communication skills, and a solid grounding in the Christian faith. The role involves interaction with various teams for holistic planning, strategy guidance, and marketing.

Essential Duties and Responsibilities

1. Live out your call to program ministry with enthusiasm, intentionality, and joy.
2. Actively engage as a member of the program team
 - a. Foster an atmosphere of radical hospitality.
 - b. Proactively recruit dynamic and engaging young adults for summer ministry staff.
 - c. Train, inspire, encourage, supervise, and evaluate summer ministry staff.
 - d. Collaborate to create a summer curriculum and theme.
 - e. Communicate details to the marketing and communication team for promotion purposes.
 - f. Visit congregations and make presentations to promote and maintain relationships with congregations.
 - g. When directly assigned a Ministry Associate staff person to your area of program operations, manage them from recruitment through program implementation.
3. Lead and implement exceptional summer youth programming.
 - a. Effectively mentor and manage young adult summer camp staff.
 - b. Design and guide implementation of programs.
 - c. Evaluate programs and incorporate evaluation data into future program design.
 - d. Ensure strict adherence to all operations and safety procedures following GLLM policies and American Camp Association standards.
 - e. Create relationships with children, youth, family leaders, and pastors for mutual ministry.
4. Lead and implement exceptional year-round youth-focused retreat ministry.
 - a. Plan, design, implement, and facilitate a limited number of programmed retreats.
 - b. Continuously evaluate programs and incorporate evaluation data into programs.
5. Other duties as assigned.

Qualifications and Requirements

1. Exceptional creativity and innovation with demonstrated excellence in program innovation.
2. Outstanding ability to forge connections with people across all backgrounds and generations, fostering an atmosphere of radical hospitality.
3. Excellent teamwork skills with a knack for building and managing a diverse, cohesive team.
4. Enriched experience in an outdoor ministry is highly valued, often paired with the ability to link faith, grace, vocation, and community with hospitality.
5. Demonstrates teaching and coaching expertise and effectively supervises a variety of individuals.

6. Worship and music skills, such as proficiency in guitar, vocals, or other instruments, are desirable but optional.
7. Adept communication skills and ability to deliver information efficiently to varying audiences.
8. Possess a firm grounding in the Christian faith, with a passion for high-quality experiences that include an understanding of child development and theology.
9. Ability to live out and model radical, holy hospitality.

Working Relationships (Internal/External)

1. Executive Director – Overall strategy and visioning guidance
2. Associate Director – Visioning and strategic choice guidance
3. Program Team – Holistic planning and implementation around curriculum, recruiting, hiring, promotions, worship, Ministry Associate program, and all programming
4. Hospitality team – Coordination of hospitality & property details for programs and retreats
5. Registration and Reservation Manager – Implementation and communication of details for registration, contracting, and billing
6. Director of Marketing and Communication – Program, retreat, and rental marketing

Supervises:

- Summer ministry staff
- Ministry Associates (as assigned)

Compensation: \$51,500 - \$54,000 / Full individual healthcare and 25% family / Dental insurance / 6% retirement contribution / generous PTO, holiday, and sick leave.

Supervisor: Associate Director

Classification: Exempt