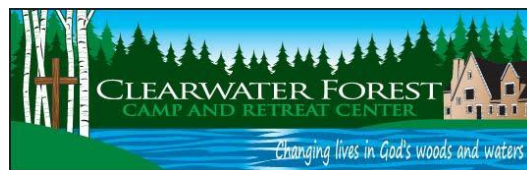


Program Manager & Host Position Description Starting Spring 2025



Purpose

The purpose of this position is to carry out the mission of Clearwater Forest by designing, implementing, and evaluating a variety of high-quality programs and to provide hospitality for all Clearwater Forest guests.

Mission of Clearwater Forest

Clearwater Forest is a ministry of Christ called to provide faith-building Christian programming, nurture an active Christian community, and be a faithful steward of God's creation.

Desired Qualifications

1. Bachelor's degree or equivalent
2. Knowledge of child development
3. Experience with children and young adults
4. Desire to work in a camp community
5. Great communication skills
6. Ability to work and complete tasks in a timely way with limited supervision, a self starter
7. Ability to get along with and work together with fellow employees and guests
8. Great attitude
9. Ability and desire to learn new skills
10. Ability to sustain a flexible work schedule to meet the needs of the camp, up to 24 hours per day during the summer
11. High degree of honesty, integrity, and trustworthiness
12. Unconditionally accepting of others
13. A practicing Christian
14. Knowledge of ACA (American Camp Association) standards

Program Manager Responsibilities

1. Create, implement, and evaluate new programs and retreats that align with the core values of Clearwater Forest
2. Develop camp and conference themes that address the current needs of campers and the world
3. Be knowledgeable about current Clearwater Forest programs in order to answer questions posed by current and future campers and guests
4. Communicate and network with various churches, presbyteries, and community organizations
5. Make phone calls and send emails to a wide variety of audiences to communicate about programs and campers

6. Build relationships with people from a wide variety of organizations, including other faith communities, schools, and service organizations.
7. Learn to use CampBrain to create registration opportunities for the campers and coordinate all registration tasks.
8. Recruit, train, supervise, and support program staff, including:
 - a. Create staff duty roster weekly, assigning non-counseling staff to duties
 - b. Handling personnel issues, with assistance from Directors when needed
 - c. Making room and/or cabin assignments for counseling and support staff
 - d. Develop, administer, and supervise daily program schedules
 - e. Giving verbal and written evaluation to Directors at end of summer camp season
 - f. Observing and assisting staff in all facets of daily program schedule
9. Recruit, train, supervise, and support program volunteers
10. Lead preparation and presentation of pre-retreat and pre-camp staff training
11. Create a welcoming environment for all staff, campers, and their families
12. Make sure all forms are accounted for after campers arrive, contacting parents/guardians if any missing forms
13. Communicate with kitchen staff weekly about numbers for dining room needs
14. Model appropriate behavior for all staff and campers
15. Consult regularly with the Executive Director to enable coherency and consistency among all programs
16. Serve the Clearwater Forest Board of Directors as needed
17. Assist the Executive Director in developing the program portion of the operating budget
18. Participate in long-range planning with the leadership team
19. Participate in continuing education opportunities
20. Participate in weekly staff meetings, taking the initiative to suggest pertinent ideas and solutions.
21. Work together with all Clearwater Forest staff to ensure that all staff are able to meet their career potential and that the mission of Clearwater Forest is forwarded through the work of the organization.
22. Treat all staff and guests with unconditional and radical love and respect

Host Responsibilities

1. Provide radical hospitality for all guests as outlined in the Hospitality Manual.
2. Prepare for, greet, and provide services for all Clearwater Forest guests.

Accountability

The Program Manager is accountable to the Executive Director.

Terms

The Program Manager & Host is a year-round salaried position. Salary will be commensurate with education and experience. Housing may be provided as part of the compensation package. Loan forgiveness is also potentially available.



Apply

If you are interested, please email the three items below to Erin Anderson, Executive Director at [**eanderson@clearwaterforest.org**](mailto:eanderson@clearwaterforest.org)

1. Resume
2. Cover Letter
3. Three Letters of Recommendation