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|------------------------|---|-------------------------|--------------------|
| <b>Position Title:</b> | Associate Program Director              | <b>Date:</b>            | 02/14/2025         |
| <b>Ministry Area:</b>  | EDO Office                              | <b>Ministry Office:</b> | Stony Point Center |
| <b>Reports To:</b>     | Director of Camp and Retreat Ministries | <b>Position Code:</b>   | Full-time, Exempt  |
| <b>Salary:</b>         | \$60,000-70,000                         |                         |                    |

**Position Purpose:** Support the programmatic and communications need of a rapidly expanding series of online and in-person experiences.

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| <b>Roles and Responsibilities (list in order of priority):</b>  |
| <ol style="list-style-type: none"> <li>1. Support director of camp and retreat ministries in all levels of program/retreat/event development and implementation.</li> <li>2. Serve as the first contact for event registration.</li> <li>3. Support administration of events such as executing leader contracts, tracking registration and finances, creating reports by working with other SPC staff.</li> <li>4. Administer event materials including schedules, registration, staffing, marketing collateral, supplies and technology.</li> <li>5. Support communications through social media, website updates, email, and print in collaboration with the Associate Director for marketing and Communications.</li> <li>6. Participate as part of the on-call for guests after-hours rotation.</li> <li>7. Interact with guests and staff to present Stony Point Center in a positive and hospitable way.</li> <li>8. Help out other departments as needed.</li> <li>9. Administrative tasks as assigned by Directors and Associate Director.</li> </ol> |

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| <b>Essential Position Requirements:</b> |   |
| <b>Education</b>                        | <ul style="list-style-type: none"> <li>• <b>Minimum of high school diploma (or equivalent), associate or bachelor's degree preferred</b></li> </ul>   |
| <b>Experience</b>                       | <ul style="list-style-type: none"> <li>• 1-3 years' experience in a similar position</li> <li>• Demonstrated computer skills—especially word and excel</li> </ul>   |
| <b>Required Skills</b>                  | <ul style="list-style-type: none"> <li>• Must be well-spoken, as well as sensitive to guest &amp; staff needs.</li> <li>• Able to understand, create and execute effective plans.</li> <li>• Outgoing, friendly.</li> <li>• Great attention to detail.</li> <li>• Ability to be flexible and stay calm during busy times.</li> <li>• Works well with others.</li> <li>• Embraces diversity.</li> </ul>  |
| <b>Helpful Skills</b>                   | <ul style="list-style-type: none"> <li>• Proficiency in both English and Spanish language is very helpful</li> </ul>  |
| <b>Required Competencies</b>            | <ul style="list-style-type: none"> <li>• Even-tempered, self-motivated, and supportive.</li> <li>• Strong collaborative spirit.</li> <li>• Able to work without direction.</li> <li>• Can work in a fast-paced and high-pressure environment.</li> <li>• Deep understanding of and commitment to cultural and racial ethnic inclusiveness. Values diverse groups, ethnicities, gender-expressions, communities, cultural constituencies, and points of view.</li> </ul> |
| <b>Physical Requirements</b>            | <ul style="list-style-type: none"> <li>• Lift carry objects weighing up to 50 lbs at times. Climb. Balance. Stoop. Kneel. Crouch. Crawl. Reach. Handle. Touch. Feel. Hear. See.</li> <li>• Work both inside and outside; bulk of work is performed at front desk.</li> <li>• Hours may include some weekends and evenings.</li> </ul>   |

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| <b>Housing</b>  | <ul style="list-style-type: none"> <li>On-site housing required.</li> </ul>  |
| <b>Benefits</b> | <ul style="list-style-type: none"> <li>Includes participation in the Board of Pensions health plan and pension plans.</li> </ul> |

*This position description is intended to describe the general roles and nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All positions are subject to changes and modifications as needed.*

**Incumbent Employee:**

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**Approval**

Manager \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_

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**Human Resources**

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| <input type="checkbox"/> Exempt                | <input type="checkbox"/> Full-Time            | <input type="checkbox"/> Regular                  | <input type="checkbox"/> Interim           |
| <input checked="" type="checkbox"/> Non-Exempt | <input checked="" type="checkbox"/> Part-Time | <input type="checkbox"/> Temporary                | <input type="checkbox"/> Elected/Confirmed |
|  |   | <input checked="" type="checkbox"/> Term Contract |  |

HR Review by \_\_\_\_\_ Date \_\_\_\_\_

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*I have received a copy of this position description and have discussed the roles and responsibilities with my manager.*

Employee \_\_\_\_\_ Date \_\_\_\_\_

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