



## **Programming Director Job Description**

**Primary Responsibilities:** To further the mission of Sumatanga Camp and Conference Center through marketing, planning and delivery of program activities, events and hosted groups that will generate revenue to ensure the sustainability of Sumatanga. Also assist management with the overall facilities operations providing frontline hospitality and service to all guests and co-workers.

Programming Director may assume the role of Director of Summer Camp Ministries from time to time planning and implementing the summer residential and day camp programs to ensure their success which is defined as well-executed and meaningful for the participants. In this capacity, he/she will work directly with the Executive Director and a team of Methodist ministers and camp staff to design/select age-appropriate curriculum and corresponding programming. In addition, the Director of Summer Camp Ministries will manage all aspects of recruiting, vetting, hiring, training and supervising summer camp staff and volunteer participants consistent with the mission, vision and values of Sumatanga and the policies of the Board of Trustees.

**Reporting and Work Relationships:** Reports directly to the Executive Director receiving general direction then developing and implementing solutions. He/she is a valued and respected member of the Leadership Team and the Hospitality Team. Direct Reports include: lead counselors, activity staff, nursing team and all program volunteers as needed throughout the year.

### **Qualifications:**

- Must be Christian and active in the United Methodist tradition
- Three or more years of experience in church programming and/or outdoor education for children, youth and adults.
- Bachelor's degree from an accredited college or comparable work experience/training in the camping and/or conference industry preferred but not required.
- Certifications in areas such as first aid and applicable activities, i.e., American Red Cross lifeguarding, water safety, archery, canoeing, high ropes/low ropes are desirable or a willingness to obtain the certifications.
- Prior management or leadership experience with demonstrated competencies in working with and leading adult volunteers.

**Key Responsibility Areas:** The Programming Director will be responsible for:

- Delivering program activities for camps and retreats – children, youth and adult
- Actively market the programs to include but not limited to advertising, ongoing communications with prospective groups and individuals, and direct contact with churches and alumni groups for participation as well as recruiting volunteers and financial support.
- Actively market Sumatanga as a venue for hosted groups ensuring their activities meet the standards set by the Board of Trustees.

- Ability to communicate and work with hosted groups within the guidelines outlined by Sumatanga
- Evaluate the success of the program and an assessment of the delivery by the staff to be shared with the Executive Director
- Ensure the staff and guests know and follow safety and educational procedures during programs.
- Assist in the implementation of staff training
- Provide guidelines for programs utilizing camp equipment and monitor compliance
- Assist in the management and care of the physical facilities and equipment in all program areas including daily checks of area and equipment for hazards, debris, safety, cleanliness and good repair.
- Supervise and evaluate activity staff to develop and implement all facets of program activities
- Participate as a member of the Sumatanga team to deliver and supervise programs, special events, small group overnights and hosted activities. This will entail living on site from time to time in order to be on-call for our guests.
- Attend administrative staff meetings

#### **Knowledge, skills and abilities:**

- Communications
  - Maintain clear and positive written and verbal communication with all staff and constituents.
  - Ability to convey warmth, generosity, and genuineness in brief interactions
  - Excellent oral and written skills with demonstrated ability to be diplomatic, inspirational and motivational, while holding themselves and others accountable to expected standards of performance and behavior.
  - Proficient in Microsoft Office Suite, communication/marketing venues such as Facebook, Sumatanga website, etc., various calendaring programs and the ability to perform internet-based researches.
- Strong organizational and time-management skills
- Aptitude for adaptability and collaboration
- Ability to remain flexible and composed in unanticipated or stressful circumstances
- Leading teams to achieve defined outcomes, being both a formal and an informal leader of others
- Being a self-starter with a strong work ethic.
- Buy-in to the mission, vision and values of Sumatanga and to the Christ-like culture of hospitality and unconditional love
- The knowledge of and compliance with the 7 Foundation Statements of UM camping, American Camp Association Accreditation and Standards, and the Safe Sanctuary policies

#### **Physical Demands:**

- Visual and auditory ability to identify and respond to environmental and other hazards related to activities.
- Physical ability to respond appropriately to situations requiring first aid, assist guest in an emergency (fire, evacuation, illness or injury) and possess strength and endurance required to maintain constant supervision of the situation

- This position is active and requires standing, walking, lifting and bending.
- Must be able to walk long distances often on uneven terrain and actively participate in on-site events
- Must be able to work longer than expected hours when guest events are scheduled which includes evenings and weekends.
- Must possess a valid Driver's License and be able to operate a vehicle