



Program Director Job Description – HS Program

The High School Program Director coordinates with other Directors to create and implement camp programming with a focus towards High School programs including High Adventure, Four Winds Service and Rendezvous programs. This Program Director collaborates in the hiring and management of summer staff.

Camp Information

Sky Ranch Lutheran Camp is a 117-acre outdoor ministry resource of the Rocky Mountain Synod, ELCA. Our main site is located 55 miles west of Fort Collins, Colorado. We are surrounded by Roosevelt National Forest and are three miles north of Rocky Mountain National Park. Our main office is located in Fort Collins, where we share a facility with Campus Ministry at Colorado State University. We offer programming in the Spring, Summer, and Fall and our facilities are available for rental April through December 1st. Additional information is available at www.SkyRanchColorado.org.

Mission Statement: "To Facilitate an Encounter with Christ on the Mountaintops."

Overview of Position

Sky Ranch is seeking a Program Director who will lead us in our evolution of programming. The ideal candidate will bring a mix of creative programming ideas, strong administrative skills, a passion for outdoor ministry, and a desire to live out their personal faith. They will be grounded in Lutheran (or a full communion partner's – e.g. Episcopalian, Presbyterian, UCC) theology. A strong orientation toward innovation and improvement is essential.

Responsible to

The Executive Director assumes final authority and all staff are accountable to the Executive Director for all facets of the mission and operation of Sky Ranch Lutheran Camp. Within this accountability, the Program Director shall receive the delegated authority and responsibility to carry out the tasks working closely with the other Program Director in many day-to-day operations.

Qualifications

- Commitment to outdoor ministry as a vocation, and a desire to share the Gospel of Jesus Christ with campers of all ages
- Member of (or willing to join) a local ELCA or full communion congregation
- At least 21 years of age with a college degree or equivalent experience
- Experience on camp staff, summer and/or full time
- Organizational skills (good with details)
- Promotional and public speaking skills
- Ability and understanding of extending and teaching hospitality
- Program planning and leadership skills
- Effective computer skills, including using social media as a tool for publication
- Ability to solve problems and be a positive team player
- Commitment to risk management policies and procedures (familiarity with ACA standards preferred)
- Musical skills (e.g. singing, guitar) (preferred)
- Willingness to live onsite for portion of the year

Responsibilities

- Staffing
 - Collaborates on hiring decisions and contracts.
 - Assists in the training of summer staff.
 - Manages pre and post summer communications.
 - Manages and mentors summer staff and HS programming.
 - Holds daily and weekly staff meetings throughout the summer.
 - Oversees staffing for the fall weekends.
- High School Programming
 - Collaborates with other Program Director and key personnel in the creation of camp programming. This role's key focus is on the High School programs include - Backpacking, Four Winds Service Programs, and the Sky Ranch bus trip to the ELCA Youth Gathering.
 - Purchases and maintains off-site program supplies and equipment.
 - Secures permits and creates reports for programming, as required.
 - Trains and manages Summer Coordinators for the High School programs.
 - Oversees Environmental Education Programs (fall/spring) and staffing.
- General Summer Programming
 - Works on Bible studies and worship experiences specific for off-site programs.
 - Supports adult sponsor programming.
 - Manages State and County inspection preparation and protocols.
- Outreach
 - Promotes the camp through church visits and congregational support.
 - Contact current user groups and continue to build relationships and find potential new user groups and partnerships, especially with high school programming.
 - Manages the relationship with partner organizations and sites.
 - Participates in church and Synod committees and programs, as appropriate.

In cooperation with Director of Youth and Outreach:

- Marketing and Outreach
 - Designs and implements a marketing and social media strategy.
 - Coordinates the development and maintenance of the camp website and other social media channels including the yearly camp catalog.
 - Leads the creation of miscellaneous camp marketing media.
- Other duties as assigned.

Compensation

- Salary based on education and experience (\$28,000-\$38,000).
- Continuing education, paid vacation, sick leave, and holidays following Sky Ranch Policies
- Housing and food provided when required being at camp

Timeline and Contact

Resumes and Letter of Application accepted until September 1, 2019 with interviews starting that month.

APPLICATIONS RETURNED TO: Brad Abbott, Sky Ranch Lutheran Camp, 805 S Shields, Fort Collins, Colorado 80521.