



Job Description Director of Programs

Job Title: Director of Programs
Reports to: Executive Director
Category: Full-time, Exempt
Salary Range: \$35,000

Position Overview:

The Director of Programs will assist in facilitating the year round program, ministry, and operation of Chanco on the James. S/he oversees the operation of the summer camp program, provides world class hospitality to all guests, and develops new retreat programs in coordination with the Chanco program committee all under the direction of the Executive Director. Responsibilities include customer service, “hands on” activity facilitation, planning, camper and staff supervision, as well as staff recruiting and hiring.

Relationships:

- Works under the immediate supervision of the Executive Director and in close cooperation and consultation with other members of the Chanco staff.
- Responsible for the supervision and coordination of volunteer and employed camp staff, specifically activity facilitators and the summer camp staff.

Responsibilities:

The Director of Programs primary responsibilities relate to retreat and summer camp programming. Duties include but are not limited to:

Hospitality and Retreat Development

- Provide concierge services to Chanco retreat guests, providing hospitality services including overnight on-call duties
- Be available for guest requests in the office during business hours and by phone during on-call periods. Check in with groups at mealtimes for any requests
- Ensure all logistical details are set up properly for retreats events
- Serve as the initial point of contact for facility issues, supporting the housekeeping and property staff.
- Plan, develop, and implement new, creative retreat programs in coordination with the Chanco program committee to attract new business and meet the needs of diocesan members/churches
- Facilitate activities such as ropes and aquatics for guest groups and schedule/supervise additional facilitators as needed

Summer Camp

- Management and planning of summer camp
- Recruitment, hiring, and training of all summer staff
- Supervise the summer camp staff, consisting of approximately 45 direct reports that make up activity staff, counselors, counselors in training, administrative and medical staff
- Ensure all summer staff complies with diocesan and camp policies, ACA standards, and all applicable laws
- Assume stewardship responsibilities of all camp facilities and equipment during summer camp
- Proactively assess needs and requirements to ensure that all facilities are ready for the first camp session
- Serve as a liaison between the summer camp staff and other departments, including but not limited to registration, property, housekeeping, and food service. Understand the organizational structure of Chanco on the James
- Communicate daily with the Executive Director, providing information related to the summer camp staff, equipment, and program as well as all issues requiring communication with camper parents
- Play a significant role in the spiritual life of the camp; s/he is responsible for understanding the spiritual and formational goals of the camp program and integrating Episcopal Church values. Pay close attention to the spiritual life of the camp as a whole, and the Christian formation of staff in particular, working in conjunction with the Executive Director, Youth Missioner, and camp chaplain.

Marketing

- Post regularly to the Chanco social media accounts on Facebook (weekly) and Instagram (daily)
- Provide information for website updates
- Develop promotional materials for electronic newsletters
- Visit local churches to promote Chanco
- Assist with marketing mailers and other such projects

Other

- Maintain, upgrade, inspect and keep records of activity equipment including ropes course, archery, and aquatics equipment
- Duties as may be assigned by the Executive Director
- Lodging will be provided on-site at the convenience of the employer for the purpose of allowing the Director of Programs to fulfill his/her job duties
- Meals provided when attendance at mealtime is part of the duties of hosting groups or running summer camp

Job Specifications: Desirable qualifications and experience for the Director of Programs include:

Education

- Bachelor's Degree and/or equivalent experience

Experience

- Experience in customer service and hospitality
- Experience in program design and ministry
- Working knowledge and/or experience as Assistant Director, Program Director, or senior leadership role at a summer camp

Knowledge/Skills/Abilities

- Ability to make effective presentations
- Ability to train and supervise camp staff and counselors
- Ability to work flexible hours and remain on-site throughout camp season and during retreats
- Certifications necessary to lead/teach in ropes course operation, first aid/CPR, and aquatics/lifeguarding or willingness and ability to be certified in these areas

Other

- Current and valid driver's license
- Satisfactory driving record
- Satisfactory background check
- Adequate skills in the following areas: Leadership, Recreation, Supervision, Recruitment, Training, and Hospitality
- Familiarity with computer programs such as Microsoft office suite, etc.
- A positive work ethic that is self-motivated and self-directed when necessary.
- Strong communication skills, both oral and written.
- Ability to effectively recruit and supervise support and program staff.

Work Location:

The work location is the Chanco facilities, with some travel required.