

## Program Director Job Description – HS Program

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 and supervisory skills and a passion for outdoor ministry. They will be versed in ELCA Lutheran theology. A strong orientation toward innovation and improvement is essential. 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. They collaborate in the hiring and management of summer staff. This is a full-time position.

### 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 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](http://www.SkyRanchColorado.org).

**Mission Statement: “To Facilitate an encounter with Christ on the Mountaintops.**

### 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.

### Compensation

- Salary based on education and experience (\$50,000-\$60,000).
- Health, retirement, continuing education, paid vacation, sick leave and holidays following Sky Ranch Policies
- Housing and food provided when required being at camp

### Qualifications

- Commitment to outdoor ministry and a desire to share the Gospel of Jesus Christ with campers of all ages
- Member of (or willing to join) a local ELCA 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
- Supervisory skills (Management, Coaching and Evaluation)
- Effective computer skills, including using social media as a tool
- Ability to solve problems under pressure and be a positive team player
- Commitment to risk management policies and procedures (familiarity with ACA standards preferred)
- Experience with Environmental Education programs is preferred
- Hold/Obtain WFR, CPR & Ropes Facilitator Certifications (Leave No Trace Certification a plus)
- Musical skills (e.g. sing, guitar) (preferred)
- Willingness to live onsite for portion of the year

## Responsibilities

- Staffing
  - Manages pre and post summer communications.
  - Along with Co-Director, hire, train, mentor and supervise program staff and camp counselors, providing regular performance reviews
  - Holds daily and weekly staff meetings throughout the summer
  - Oversees & supervises staffing for HS Programs, Retreats and Environmental Education Groups
- High School Programming
  - Collaborates with the other Program Director and key personnel in the creation of camp programming - This role's key focus is on the High School programs
  - 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
  - Manages High School programming, summer and retreat seasons, and vehicle coordination with Operations and Property Director
- General Programming
  - Works with Program Committee on Bible studies and worship experiences specific for HS programs
  - Supports adult sponsor programming
  - Co-manages State and County inspection preparation and protocols
  - Co-develops and manages program budget with final approval of the Executive Director & Treasurer
- Outreach
  - Promotes the camp through church visits and congregational support
  - Contact current user groups and continue to build relationships and find new groups and partnerships
  - 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 and Office Manager:*

- 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, including occasional retreat season hosting, meal preparation and light cooking

## Timeline and Contact

Resumes, references, and cover letters will begin to be reviewed on October 10<sup>th</sup> and will be accepted until the position is filled. **PLEASE SEND TO:** Lori Bode, [lori@skyranchcolorado.org](mailto:lori@skyranchcolorado.org)

*This description is a summary of the functions of this position. Other duties may be assigned as needed. Sky Ranch reserves the right to review and adjust this job description as the ministry needs dictate.*

*Sky Ranch is an equal opportunity employer and does not discriminate based on race, color, religious creed, ancestry, age, sex, national origin, disability*