

CAMP IO-DIS-E-CA JOB DESCRIPTION

JOB TITLE: Director of Programs and Retreats (Program Director)

REPORTS TO: Camp Director, Program Committee

POSITIONS SUPERVISED: None

BASIC FUNCTION:

The Camp Io-Dis-E-Ca Board of Directors employs a Director of Programs and Retreats to be responsible for coordinating and implementing on-site usage of Camp's property, facilities, and programming by campers, user-groups, and other guests.

The most important aspect of the Program Director's position is to operate Camp Io-Dis-E-Ca at all times to the glory of God. The Program Director shall plan, conduct, and operate all programs offered at Camp Io-Dis-E-Ca in accordance with the doctrine and practice of the Holy Scriptures, the Lutheran Confessions, and the doctrinal statements of the Lutheran Church- Missouri Synod. The Program Director shall remain a member in good standing of an area LC-MS congregation and possess a good understanding of the Camp Io-Dis-E-Ca Constitution, By-Laws, Policy Manual, and Strategic Plan.

DUTIES:

1. CAMP PROGRAMS

- a. Develop, promote, implement, and lead the summer camp program.
- b. Be an active participant in producing and evaluating all Christian teaching.
- c. Lead recruiting, hiring, and training of summer staff.
- d. Create, plan, and evaluate Camp activities and programs.
- e. Implement safety procedures in all Camp programs and operations.
- f. Maintain and oversee usage and completion of logs regarding program equipment, medical supplies, and incidents.
- g. Personally oversee the proper usage and care of all program equipment.

2. RETREATS & USER-GROUPS

- a. Coordinate the usage of Camp's facilities with user-groups and secure contracts.
- b. Host user groups by greeting, providing orientation to user-group-leaders, providing programming, and checking groups out.
- c. Timely coordination of hosting and programming responsibilities with pertinent Camp staff.
- d. Attend IDE Youth Committee Meetings.
- e. Give tours to prospective user-groups.
- f. Prepare facilities and activities in advance of user-group arrival.
- g. Ensure Camp policies are being followed by user-groups and guests.
- h. Develop year-round Camp retreat programs consistent with her mission.

3. **MISCELLANEOUS**

- a. Assist, as needed, in maintenance and upkeep of Camp grounds, property, and equipment.
- b. Present at congregations and schools across the Iowa District East to promote Camp Io-Dis-E-Ca.
- c. If necessary, assist in the kitchen at the request of kitchen staff.
- d. Conduct self under the guidelines of Camp policy and procedures.
- e. Assist in developing and distributing camp mailings and publications.
- f. Produce and post regular social media content.