**Oklahoma United Methodist Camps and Retreats**

 **Program Director**

 **Oklahoma City, OK**

**Position:** **Program Director (PD)**

**Responsible To:** Executive Director

**Position Purpose & Description:**

The Program Director is responsible for the entire programming component of the statewide camping and retreat ministry (OKCamps). This ministry is conducted at three (3) physical sites, and also includes a summer Mobile Day Camp that operates at eight (8) sites around the state. This position is based in Oklahoma City.

The Program Director ensures that the year-round ministry of OKCamps most effectively and efficiently provides transformation ministry to children, youth and adults, using relevant and compelling programs and experiences. This position has two main objectives: 1) Transform lives, and 2) Build leaders

This position requires a unique individual with a specific and varied skill set:

* Vision for large-scale transformational ministry with the ability to develop and execute at the ground level
* Ability to cast vision in a compelling way that brings stakeholders along
* Ability to build highly functional teams and resource them with cutting edge program ideas and strategies
* Experienced in delivering successful cutting-edge programming, but is now wanting to create systems to deliver this through other people and strategies
* Capacity to personally develop leaders and create systems that develop leaders
* Ability to creatively problem solve and develop solutions and approaches that engage new people in a compelling way
* Ability to work with and develop volunteer leaders
* Entrepreneurial, able to operate in a high-visibility setting with grace and humility, while at the same time exerting strong, appropriate and confident leadership
* A crazy, creative side, balanced with concerns for safety, sustainability and pragmatism

This is an 8 month contract position.

**Essential Job Functions:**

**General**

* Develop and steward overall program area goals and outcomes
* Develop and manage overall program budget and specific sub-budgets
* Develop outcomes and evaluation instruments to determine overall program effectiveness
* Manage, develop and expand an already robust volunteer leader corps
* Develop and manage church relationships, leading to increased program effectiveness and participation
* Foster and expand relationships with and participation of ethnic congregations
* Develop all operational materials
* Ensure adequate training of all seasonal and year-round staff
* Serve as part of OKCamps’ leadership team

**Mobile Day Camp (MDC)**

* Direct the overall Day Camp Ministry
* Recruit, screen, hire and train MDC staff
* Develop and manage program outcomes
* Develop or secure appropriate daily program/curriculum materials

**Qualifications:**

* 5 or more years of experience in producing cutting-edge programs, camps
* Ability to embrace and function appropriately within a Christian ministry environment in general, and specifically within a United Methodist setting
* Ability to work within a budget efficiently
* Personable style and skills relating to staff, volunteers and denominational leaders
* 5 or more years of supervisory experience, including staff and volunteer management
* Demonstrated ability in developing and maintaining relationships with ethnic groups
* Ability to effectively communicate orally and in writing

**Education, Experience and other Requirements:**

* Driver’s license required
* Demonstrated excellence developing programs and systems that produce transformational change
* Knowledge of Microsoft office products such as Word, Excel and Outlook
* Self-motivated, dependable
* Ability to multi-task and work within a high-expectation environment with aggressive timelines
* Excellent communication skills that include social media

**Relationships:**

* Site Directors- communicate program and staff needs and expectations. Maintain shared supervision of program staff
* Program Staff- ensures effective program effectiveness; develops staff as leaders and disciples them
* Volunteer Camp Staff- maintains positive and productive relationships with dedicated and gifted volunteer leaders and workers

**Working Conditions:**

* Position is 8 month Contract
* Physical ability to lift and carry 50 pounds
* Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more)
* Willingness to work a flexible schedule and including weekends and/or evening work

**Supervises:** Program Staff state-wide