

Baltimore-Washington Conference Job Description

Title: Program Director, Manidokan Camp & Retreat Center

Location: 1600 Harpers Ferry Road Knoxville MD 21758

Reports to: Site Director, Manidokan Camp & Retreat Center

Classification: Full Time/Year-Round, Exempt, Full Benefits Package

Revised: March 2023

Purpose: Provide leadership for development, implementation, and supervision of program activities at Manidokan Camp & Retreat Center

Principle Accountabilities:

Manage Summer Camp Develop and supervise program activities at Manidokan including, but not limited to:

- Facilitated activities such as group initiatives, low ropes, and high ropes (includes aerial park, zipline, and more)
- Water based activities: the swimming pool and canoe/raft programs on the Potomac River
- Arts & Crafts activities
- Games, sports and other outdoor activities for campers and retreat guests
- Environmental & Outdoor Education activities that interpret the natural environment to guests and campers and demonstrate our need for proper stewardship of the natural environment
- Make summer camp schedules with volunteer directors to create a weekly schedule and make changes as needed throughout the week
- Coordinate the trips and transportation schedule and serve as a driver (as needed)

Summer Staffing Recruit, train, supervise, and retain summer staff to build a loving community of young adults who work to support the vision and mission of camp.

- Recruit summer staff through church visits, college recruitment fairs, and other means
- Interview and hire summer staff in conversation with the Site Director
- Lead Staff Training alongside the Site Director
- Supervise, mentor, and evaluate summer staff over the course of their employment
- Retain summer staff by building investment and a community through events like Staff Reunion, weekend hosting opportunities, etc.

Host Retreat Groups Host guest groups multiple weekends a month. Serve as the guest services coordinator with groups to design program schedules, meet needs, and assure a positive Manidokan experience. Work to design custom retreats and events, as needed, for the Baltimore-Washington Conference.

Resource & Train Volunteers Serve as a first contact for volunteers with questions about program or camper needs.

Coordinate Partnerships Coordinate details for external partnerships such as day camps, day groups, River & Trail.

Social Media & Marketing Create camp & retreat content for social media to

effectively communicate, promote, and display Manidokan's ministry to our online community.

All other duties as assigned by the Site Director.

Education:

Preferred undergraduate degree in Outdoor Recreation & Management, or equivalent experience.

Work Experience:

Seeking candidates at least 21 years of age with 2+ years of experience in program leadership for summer camp and retreat activities or equivalent. Ideal candidates have experience in ropes course and waterfront leadership, schedule development, worship planning, and a commitment to work in and create an inclusive & diverse cultural ministry setting.

Special Aspects of the Role:

This is a key leadership role in a Christian organization that is focused on promoting the teachings and values of Jesus Christ to our campers, retreat guests, staff, and volunteers. It is therefore preferred that the jobholder be of the Christian faith, United Methodist denomination or similar, and driven to be Christ centered and Christ-like. In addition, the individual should be open to listening and learning from the faith experiences of others with different theological views.

The job will be based at Manidokan. The Program Director is required to live on-site at the convenience of the employer.

This position requires a criminal background check per state requirements for Youth Camp Certification, pre-employment drug testing, and CPS Adam Walsh background check.

Skills & Knowledge:

- Strong organizational skills
- Strong verbal and written skills.
- Ability to identify problems and needs, think through options, plan alternatives, and recommend proper adjustments and solutions.
- Ability to interact with diverse groups including clergy and laity of different cultures and races.
- Capable of attaining recognized certification for adventure programming, initiatives, low ropes and high ropes, water sport and swimming activities.
- Physically capable of leading, facilitating and guiding groups through adventure activities and water activities.
- Able to lead all camp or small group worship and other large group activities
- Ability to train and supervise staff in facilitating adventure activities, camper behavior management, and professionalism in the workplace.
- Ability to coach and motivate summer staff team to deliver on their objectives.
- Ability to empower staff to take timely action based on rational decisions and constraints.
- Ability to create and nurture a team environment.
- Has or can attain a basic working knowledge of the culture and structure of the UMC.

Key Competencies:

Radical Hospitality
Strategic Thinking
Interpersonal Awareness
Innovativeness
Ability to Learn

Concern for Impact
Supervising Work
Adaptability
Self-Control
Concern for
Standards

Creativity
Flexibility
Concern for Safety