



**California-Pacific Annual Conference
Of The United Methodist Church**

POSITION DESCRIPTION

POSITION TITLE: **Program Manager**

EMPLOYMENT CATEGORY: Exempt

ESSENTIAL MINISTRY TEAM: Leadership

LOCATION: Camp Wrightwood
Camp Cedar Glen

MISSION OF THE UNITED METHODIST CHURCH:

“To make disciples of Jesus Christ for the transformation of the world.”

VISION OF THE CALIFORNIA-PACIFIC ANNUAL CONFERENCE:

“Inspiring the world as passionate followers of Jesus Christ so all may experience God’s life-giving love.”

The Camp and Retreat Ministry of the Cal-Pac Conference seeks to provide:

Deep encounters with God in time spent apart. Inspiration through experiences in Creation. Powerful learning in the Way of Jesus. Shared experiences in intentional community. Leadership development for local church and new ministries. Re-orientation/Re-direction/Re-commitment in the life of faith. Physical activity outside and FUN!

Supervised by: [Camp Site] Director

Supervision responsibility for: Program staff, both employees and volunteers

POSITION PURPOSE AND OVERVIEW AND ACCOUNTABILITY

As a member of the Cal-Pac Camps staff, the Program Manager’s primary responsibility is in providing exceptional Christian hospitality and programming for retreat guests. Additionally, the Program Manager works closely with the Director in supervising and leading summer camp programming in fulfillment of the conference and Cal-Pac Camps’ mission, and to recruit campers for participation in the camping experience.

Evaluation based on:

- Alignment with the mission of the UMC, the vision of the California-Pacific Annual Conference and its Camp and Retreat Ministries.
- Teamwork and decision-making habits consistent with Conference core values and expectations.

**Program Manager
Camp Wrightwood and Camp Cedar Glen
Approved-December 30, 2014
Final-Approved-8/31/17**

- Competencies that include those relating to program development and implementation, supervision and evaluation of staff, hospitality coordination and resourcing, troubleshooting and initiative.
- Level of integrity in the modeling of Conference core values.
- Progress toward and achievement of goals.

PRIMARY ROLES, ACTIVITIES AND RESPONSIBILITIES

- Demonstrate an appreciation for and understanding of the missions of the Camp and Retreat Ministry of the Cal-Pac Conference and be dedicated to carrying out their missions.
- Partner with the Director and the other Cal-Pac Camp staff to guide the process for cultivating a camp and retreat ministry which is: Christ Centered, Program Driven, Relationship Based, and Culturally Relevant.
- Gain exposure to program development and implementation within the United Methodist camping environment.

Program Coordination and Development

- Assist in realigning the summer camp program as site-based in conjunction with the previous volunteer leaders and staff, including schedule, themes, curriculum, staff recruitment and training, marketing, registration and evaluation.
- Assist in initiating new programs and recruiting volunteers, for both retreats and summer camp.
- Assist in program development and funding sources.
- Lead youth and adults in program activities for retreats.
- Manage, and train staff to deliver a fun adventure challenge program to campers.
 - Write lesson plans that meet camp outcomes and the abilities of the campers.
 - Evaluate adventure challenge abilities of campers and staff.
 - Deliver progressive adventure challenge program activities.
 - Evaluate the success of the adventure challenge programs and the development of the campers' abilities and skills in adventure challenge.
 - Expand the camp's activities with new games and initiatives.
 - Develop new processing and debriefing tools.
- Ensure that camp staff and campers know and follow safety and educational procedures in adventure challenge.
 - Assist in the implementation of staff training for adventure challenge activities.
 - Provide guidelines for a program utilizing the initiatives and the challenge course.
 - Train other staff in their adventure challenge responsibilities including spotting.
 - Ensure campers and staff follows safety procedures for adventure challenge activities.
- Manage and care for the physical facilities and equipment in program areas.
 - Conduct pre-event checks of program spaces and equipment for safety, cleanliness, and good repair.
 - Maintain the adventure challenge course equipment and elements.
 - Maintain challenge course areas, keeping them free of hazards and debris.

Program Manager
Camp Wrightwood and Camp Cedar Glen
Approved-December 30, 2014
Final-Approved-8/31/17

Hospitality and Program Leadership

- Serve as primary liaison and host mid-week and weekend retreat groups, including hospitality coordination, planning, resourcing, AV setup, and follow-up.
- Initiate new retreat programs for children, youth, young adults, adults and families in service of the Cal-Pac Conference mission to support the ministries of the local congregations, including recruitment of leaders and participants.

Facilities and Maintenance

- Assist in or perform minor repairs and maintenance around the camp.
- Help clean buildings, walkways and grounds before and after groups.
- Help with grounds maintenance tasks, including, but not limited to raking, sweeping, cutting and moving wood, mowing lawns, trimming, along trails and campfire area maintenance.
- Fill in for or assisting other employees as necessary.

Marketing

- Develop a marketing strategy that helps grow participation in year-round and summer camp programs.
- Work to develop and implement a marketing strategy to grow awareness and participation by churches in the Cal-Pac Conference and its Camp and Retreat Ministry as it relates to the mission of calling and nurturing world-changing disciples.
- Work with the Site Director to create and implement a marketing plan to reach out to both the unchurched and churches outside of the United Methodist denomination.
- Work with the development and maintenance of the website for camp.
- Assist in the production of print materials and audio-visual resources for camp.

Other Duties

- As a part of camp staff, perform other duties as assigned to fulfill the overall ministry of the camp and the Cal-Pac Conference Camp and Retreat Ministry.

The activities and essential functions listed in this job description are not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required of employees assigned to this job, and may be subject to changes in the future.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the employee is regularly required to use hands to grasp, handle or feel.
- The employee frequently is required to walk, sit, stand, talk and hear.

**Program Manager
Camp Wrightwood and Camp Cedar Glen
Approved-December 30, 2014
Final-Approved-8/31/17**

- The employee is occasionally required to climb or balance, stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.
- The noise level in the work environment is usually moderate.
- If telecommuting is elected for this position, a safe environment must be established in keeping with the guidelines of the Conference.

The individual must possess the following knowledge, skills and abilities, and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation.

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY

- Knowledge of United Methodist structure with ability to articulate United Methodist theology.
- Must be culturally sensitive and demonstrate experience working with multi-ethnic groups.
- Language Skills – must have the ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries and complaints.
- Mathematical Skills – Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Knowledgeable in concepts of basic algebra and geometry.
- Computer skills – proficient in Microsoft Office, knowledge and experience with Adobe Creative Suites preferred.
- Some experience in marketing to assist in the development of designing websites and brochures preferred.
- Reasoning Ability – Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

EDUCATION

Bachelor's Degree, or equivalent preferred

EXPERIENCE

Minimum two years of administration, program and/or marketing experience, preferably in the non-profit religious environment.

**Program Manager
Camp Wrightwood and Camp Cedar Glen
Approved-December 30, 2014
Final-Approved-8/31/17**

CALIFORNIA-PACIFIC ANNUAL CONFERENCE

Acknowledgement of Receipt

I have read and understand the position description information for the Program Manager and hereby state that I can perform the essential functions of the job with or without reasonable accommodation.

Print Employee Name

Employee Signature

Date

**Program Manager
Camp Wrightwood and Camp Cedar Glen
Approved-December 30, 2014
Final-Approved-8/31/17**