

# Bethelwoods

## Camp and Conference Center



**Position:** Program Director

**Purpose:** The mission of Bethelwoods Camp and Conference Center is to be “a place set apart to encounter God through creation and community as we grow together in Christian faith”. The purpose of the Program Director position is to carry out that mission and ministry by developing and managing both the Summer Camp and Year-Round Programs, by ensuring superb guest group experience, and by promoting the development of church and community relationships and involvement. These responsibilities will be accomplished through communication and cooperation with the Bethelwoods and Providence Presbytery Staff.

**Accountability:** This position reports directly to the Bethelwoods Camp Director and is accountable to the Bethelwoods Ministry Team as an advisory committee.

### Responsibilities:

- Attend weekly Bethelwoods staff meetings
- **Summer Camp**
  - Summer Program Development (Resident Camp, Day Camp, Camp in a Van)
  - Camper Recruitment (both new and returning campers)
  - Supervise Summer Camp Staff
    - Hiring, Training, Development, and Management
    - Staffing from beginning to end of designated programs
  - Administer and support camper registration software
  - Program Area Management
    - Safety Rules and Training
    - Insure Properly Working Equipment
    - Communicate any maintenance issues to Facilities Manager
- **Year Round Programs**
  - Development of: Year Round Programs
    - I.E.: Kids Night Out, Third Tuesday Together, Bethelwoods’ Creative Crafters, Spring Break Day Camp, Christmas Retreat, ect.
  - Plan Programs up to 6 months in Advance, including dates, schedules, programs, program leaders, promotional materials, ect.
  - Hiring, Training, and Scheduling appropriate staff for programs
- **Guest Group Retreats**
  - Ensure exemplary first impressions of Bethelwoods
  - Host the event (or schedule appropriate staff to host)
    - Being present/available while the retreat group or program is at Bethelwoods
    - Ability to adjust to the needs of the group during their stay

- Working with multi-groups at one time
  - Complete hosting responsibilities as indicated in the hosting packet and checklist (or schedule appropriate staff to do so)
  - Breakdown of Retreat Groups usage as indicated in the hosting packet and checklist (or schedule appropriate staff to do so)
  - Hiring, Training, and Scheduling appropriate staff for hosting and activities
- **Budget monitoring:**
  - Summer Staff and Occasional Help
  - Program Supplies for summer and year-round programming
  - Marketing
- **Marketing**
  - Development of Summer Camp marketing strategy and calendar
  - Development of marketing strategy for Group Retreats and Year Round Programming.
  - Managing Bethelwoods Social Media (including Facebook and Instagram)
- **Church and Community Relations:**
  - Schedule regular Presbytery Church visits to promote Camp and Retreat Programming
  - Look for innovative and effective ways to connect Bethelwoods to the Community
- **Other Duties as assigned by the Camp Director**

**Team Atmosphere:** This position at Bethelwoods has a responsibility to complete the above requirements. If at any time, help is needed, this position has the ability and responsibility to ask for assistance. We are here to work together, to serve our campers and guest, and to be a witness for God.

**Code of Ethics:** As a member of the Bethelwoods Team, this position requires, honest, open lines of communication, ability to work through situations that arise with a professional Christian attitude, and coming to work with a smile to serve God, each other, and the campers and guests.

**Dress Code and Behavior Code:** The dress code is designed with casual professionalism in mind. This position is supplied with a name tag and staff shirts. Clothes will be free of holes, inappropriate subject matter, and designed for the job. The Behavior Code is to show God's Love through everything we do. This includes the interaction with campers, guests, fellow employees, churches, other outside organizations, and the community in which the Bethelwoods staff serves. **We are to show Christian Hospitality to all people all the time.**

**Evaluation:** This position will be held to an initial review after 3 months, a review after the first summer camp season and an annual review (January). These reviews will be conducted with the employee, the Camp Director, and at least one member of the Personnel Sub-Committee of Bethelwoods Ministry Team. There will also be a review by the Personnel Committee of Providence Presbytery every five years. This review will be held by the Personnel Committee, the Presbytery Executive, and the employee.

**Terms:** This position shall be employed for an indefinite term. South Carolina is a "Right to Work State". There are no contracts for either the employee or Bethelwoods. Subject to termination is in accordance with the Personnel Policies of Providence Presbytery.