

Presbyterian Camp and Conference Centers, Inc.

Position Description

Program Director

Title: Program Director

Mission: Presbyterian Camp and Conference Centers, Inc. exists to minister to all people by providing special places, set apart from daily life, that offer experiences for persons to encounter God through Jesus Christ and to live transformed by the power of the Holy Spirit.

Purpose of Position: To develop and give oversight to PCCCI sponsored ministries. To assist in the promoting and marketing of PCCCI sponsored camps and services.

Accountability: The Program Director is accountable to the PCCCI President.

Responsibilities:

Program

1. Develop and give oversight to a creative, age relevant and Christ centered program for both summer and year round ministries.
2. Provide spiritual and managerial leadership, supervision, training and evaluation to the leaders and staff of all PCCCI sponsored Programs.
3. Make recommendations to the President concerning; employment, suspension, and dismissal of PCCCI staff under their supervision.
4. Responsible for the recruitment and selection of all program staff, both paid and volunteer.
5. In partnership with the President, create and manage annual budgets pertaining to Program.
6. In partnership with the President establish standards, procedures, annual goals and objectives for PCCCI sponsored programs.
7. Give oversight to all programs in the areas of scheduling, safety, procurement of supplies, purchasing of new equipment, compliance with government agencies, and development of manuals, forms and promotional materials.
8. Act as professional advisor to the President of PCCCI in developing camp policies, mission and future expansion of facilities.

Marketing

1. In partnership with the President help interpret and promote the PCCCI ministry to churches of the Synod of Southern California and other potential guests.
2. Assist in developing and managing the PCCCI website and promotional videos.

Evaluation: Annual evaluations will be performed by the President.

Environment: The above assigned responsibilities shall be carried out both in the field, (mainly Southern California) and on the three PCCCI properties.

Expected Results:

1. Year round programs will be developed at all three PCCCI sites.
2. The Program Director will be a role model and Godly leader, having the respect and loyalty of their immediate staff as well as good working relationships with other staff members.
3. Staff will experience a working environment which is, emotionally and spiritually healthy.
4. Guests will experience creative programs and environments which promote spiritual transformation.
5. Future leaders of Christ's church would be developed through PCCCI programs.
6. The Program Director will be committed to, and supportive of the mission, and vision of PCCCI.
7. God will be glorified in our efforts to provide a safe, fun and comfortable environment for PCCCI guests to experience God.