8122 W. Sauk Trail * Frankfort, IL 60423
Manitoqua.org | 815.469.2319
Send resumes to laura@manitoqua.org

Director of Program Job Description

Department: Program

Reports to: Executive Director

Direct Reports: Program Coordinator

Type of Position: Full-time salaried, 40+ hrs./week

Salary Range: $55,000 -$65,000 Housing, Health Insurance, Retirement

General Description: The Director of Program is a key management leader at Manitoqua Ministries. The Director of Program provides vision, leadership, and oversight for all camp programming, ensuring that programs are high quality, safe, effective, mission-focused, and aligned with the ministry's annual strategic plan.

The Director of Program is responsible for the overall direction and development of programs and program staff while empowering coordinators to carry out the day-to-day responsibilities of their areas.

Duties and Responsibilities

Program Leadership

1. Provide overall leadership and vision for all camp programming.
2. Ensure programs are designed and delivered in a way that supports the mission and purpose of Manitoqua Ministries.
3. Oversee the development, evaluation, and improvement of programs to ensure quality, diversity, relevance, and growth.
4. Ensure appropriate recruitment, hiring, training, supervision, and development of summer program staff.
5. Oversee program staff training and ensure staff are equipped to provide excellent camper experiences.
6. Review program evaluations and feedback and ensure appropriate follow-up with campers, parents, guests, and staff.
7. Provide leadership regarding camper and staff discipline and ensure appropriate policies and procedures are followed.

Staff Leadership

1. Supervise, coach, and develop all program staff.
2. Establish clear expectations, accountability, and goals for program staff.

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3. Foster a healthy staff culture that encourages personal growth, teamwork, ministry effectiveness, and excellence.
4. Participate in the recruitment and selection of all program staff.

Program Development and Growth

1. Evaluate program participation, community needs, and ministry trends and make recommendations for future growth.
2. Develop and implement new program opportunities that support the mission and strategic direction of Manitoqua Ministries.
3. Work with the Executive Director and leadership team to establish annual program goals and priorities.
4. Assist with marketing and recruitment strategies for campers, program participants, and seasonal staff.

Budget and Administration

1. Provide oversight of the program budget.
2. Ensure appropriate spending within program areas.
3. Review program financial performance and make recommendations to the Executive Director regarding budget changes and future needs.
4. Ensure appropriate systems are in place for coordinators and direct reports to track spending and manage program resources responsibly.

Collaboration

1. Work closely with the Director of Guest Experience & Operations to ensure programming, facilities, and guest services are coordinated effectively.
2. Participate as a member of the leadership team in the development and implementation of the ministry's annual strategic plan.
3. Work collaboratively with other departments to create excellent experience for campers, volunteers, and staff.
4. Perform such other duties and responsibilities as requested by the Executive Director.

Such other duties and responsibilities as requested by the Executive Director

Experience and Qualifications

Personal: Vibrant relationship with Jesus Christ, committed to the authoritative Word of God, passionate for facilitating ministries that change lives, is devoted to furthering the purpose and mission of Manitoqua Ministries, and is an active member in good standing in a church of Jesus Christ

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Human Relations: Team player, strong communicator and listener, effective decision maker, vision driver and plan implementer, strong conflict resolution skills, facilitates accountability; fosters a healthy work environment, and able to develop and empower staff

Leadership and Administration: Visionary and growth-oriented; strong understanding of program development; knowledge of budget development and management; ability to recruit, develop, and lead staff; ability to evaluate programs and implement improvement; strong organizational and planning skills

Education: College Degree required

Experience: 5 years of recognized leadership within Christian organizations preferred, previous camping and/or ministry experience preferred, experience in program development and staff leadership preferred

Specific Requirements

Knowledge, Skills, and Abilities

1. Ability to understand and oversee implementation of safety standards established by organizations such as Christian Camping International, American Camping Association, Association of Challenge Course Technology, and American Red Cross.
2. Good knowledge of PC operations and software, including Word, Outlook, Excel, and email. Must be adaptable to new technologies.
3. Ability to speak effectively before groups of campers, guests, volunteers, parents, and staff.
4. Must live on campgrounds in order to respond quickly to program needs.
5. Flexible with travel for recruiting and other ministry responsibilities.
6. Ability to work extended hours during peak programming seasons.