

**Minnesota Conference of the United Church of Christ
Position Description (Revised October 2016)**

Job Title: Pilgrim Point Program Director
FLSA Status: Exempt
Job Class: FT (May - August);
Occasional off-season events and planning meetings
Prepared By: Garth Schumacher
Approved By: Personnel Committee, MN Conference UCC
Revision Date: 10/15/2016

POSITION OVERVIEW:

The Program Director will work in consultation with the Camp Director and Associate Conference Minister of Faith Formation for Children and Youth (ACMFF) in alignment with the Minnesota Conference core values and strategic priorities. The Program Director will work closely with the ACMFF to develop and implement programming for each camp season. Once programming for camp has been planned, this position will be the primary implementer of the programming at Pilgrim Point Camp in Alexandria, Minnesota. This position will work closely with the Camp Director during the camping season to provide an excellent experience for campers and promotion of camps in the off-season.

KEY ACCOUNTABILITIES:

Key Accountability 1: Provide leadership for program ministries of PPC and assists ACMFF with Conference Youth Camps. (60%)

- Plans programming for camp season with ACMFF
- Helps ACMFF and Camp Director identify and recruit for specialized camps (i.e. Camp Awesome, or Deaf Family Camp, etc.)
- Provides spiritual leadership, program direction and support as needed for congregation and conference sponsored camps and retreats.
- Provides program support as needed for non-UCC groups upon request.
- Assists ACMFF with MN Conference youth programs.

Key Accountability 2: Leadership Development (20%)

- Works with volunteer clergy and lay leaders to enhance their own leadership skills during camp.
- Encourages and empowers laypersons for leadership skills.

Key Accountability 3: Hospitality Functions (10%)

- Assists Camp Director during times of welcoming and leave-taking.
- Assists Camp Director in maintaining a safe and enjoyable camp atmosphere.

Key Accountability 4: Promotions (10%)

- Visits churches, clergy clusters, and conference events for the purpose of promoting PPC.
- Works with ACMFF and Camp Director to develop a program to “sell” PPC.

ESSENTIAL QUALIFICATIONS/REQUIREMENTS:

Education/Experience: (Include any required licensure/certifications)

- Previous camp experience strongly desired.
- Teaching skills strongly desired
- Experience in Worship and program leadership strongly desired.
- Ability to train the teachers preferred

Competencies:

- Good interpersonal skills, enthusiasm, and flexibility, and a willingness to function as part of a team.
- Ability to relate well to the diverse constituency of the Minnesota Conference, both staff and volunteers.
- An effective trainer of adult leaders for programming.
- Is a person of faith and is open to those with a theologically progressive view of Christianity.

Skills/Abilities:

- Ability to create, institute, and lead curriculum resources flexibly.
- Teaching leadership.

Additional Requirements:

- Must be able to pass a criminal background check without restrictions.

CALL STATUS AND ACCOUNTABILITY (REPORTS TO):

- Reports to the Camp Director.

DIRECT/INDIRECT REPORTS:

- Camp specific paid program leaders (i.e. musicians, game leaders, etc.)

BUDGETARY/FISCAL RESPONSIBILITIES:

- None

POSITION LOCATION:

Pilgrim Point Camp in Alexandria, MN

Application process:

Submit cover letter and profile or resumé to kevinb@uccmn.org by January 31, 2017.