Job Description: Program and Retreat Coordinator
January, 2012

Mission: Luther Park Bible Camp in partnership with Lutheran Congregations, ministers in a natural setting as Jesus did, reaching out and touching people of all ages with the good news of salvation. “Prepare the way of the Lord.” Isaiah 40:3

Vision: Where Faith is Nurtured through Holy Play

RESPONSIBLE TO: Program and Promotions Director; Site Director

Purpose of Position: The Program and Retreat Coordinator will coordinate summer and year-round programming, rental retreats, and provide public/church relations in accordance with the mission and vision of Luther Park. This is a one year position, with the possibility of continuation after one year.

We seek a candidate with:
- Experience in outdoor ministry and/or youth ministry leadership
- Experience in development of Christian programming for summer camp
- Understanding and appreciation of Lutheran theology
- Appropriate maturity of judgment to make sound and responsible decisions
- Strong organizational and administrative abilities, time management, attention to detail
- Excellent and effective interpersonal and communication skills, and the ability to work well with people of all ages
- The ability to be flexible, especially in regards to this positions’ work schedule, and possess a willingness to adapt to changing situations and to learn new tasks
- Effective written communication skills and computer skills, including word processing and social media tools
- The ability to solve problems while working under stress
- The ability to train and build a strong summer staff team
- Enthusiasm, charisma, creativity, humor, leadership skills, and individual initiative
- Support the mission and vision of Luther Park and willingness to promote camp usage

GENERAL RESPONSIBILITIES
- Together with the Program and Promotions Director and Site Director ensure that camp operations are conducted in accordance with the Luther Park Mission and Vision statement and applicable Federal and State laws and regulations
- Communicate and consult with others on the staff in planning, implementing, and evaluating Luther Park’s ministry
- Attend weekly staff team meetings
- Assist in the administrative responsibilities of the overall ministry of Luther Park

SPECIFIC AREAS OF RESPONSIBILITY:

SUMMER CAMP PROGRAMMING
- Responsible for day-to-day supervision of the summer staff and program
- Responsible for Day Camp/VBS development, administration and supervision
- Assist the Program and Promotions Director in developing and implementing new and innovative programs to promote the growth of the Luther Park Ministry
- Help promote the summer camp programs and build relationships with Pastors and Youth Leaders who are participating in camp
- Prepare weekly summer staff assignments
• Meet regularly with the Executive staff and Program Assistant to discuss program and staff issues. Follow through as needed to resolve issues.
• Select and order craft items within budget
• Order recreation equipment within budget
• Assist the Program and Promotions Director in developing the summer camp theme and curriculum

YEAR-ROUND PROGRAMMING
• Work with the Adult Ministry/Retreat Committee to maintain and grow year-round retreat offerings for Luther Point and Luther Park
• Plan, promote, and supervise weekend Recharge events throughout the fall/winter/spring

INTERNSHIP TEAM COORDINATOR
• Recruit, hire, train, and supervise Year-Round Ministry Team interns
• Promote the Ministry Team to congregations; actively increase participation
• Responsible for maintaining continuity of the programs for which interns are primarily responsible: Volunteers & Alumni Relations, Retreat programming, Special Events, and Marketing

STAFFING
• Assist the Program and Promotions Director in hiring and training the summer staff
• Be a positive role model, sounding board and encourager for summer staff team members
• Conduct individual mid-summer evaluations with each summer ministry team member.
• Assist the Program and Promotions Director in setting expectations for summer ministry team members in terms of camp policies, job descriptions, etc.
• Select participants for the PALs program

RETREAT COORDINATOR
• Give or arrange for camp tours to potential retreat groups as needed
• Register retreats in CampTrak; send and track contracts/deposits
• Communicate with retreat leaders prior to arrival
• Schedule, supervise, and train Retreat Hosts as needed
• Welcome retreat groups and introduce them to weekend Retreat Hosts
• Train and orient summer staff for weekend work duties with retreats
• Communicate with Food Service/Housekeeping Coordinator for retreat group needs
• Oversee retreat setup/teardown. Request assistance from Property Manager as needed
• Establish retreat policies and procedures and communicate these to retreat groups
• Follow up on Retreat Evaluations
• Update and develop the retreat portion of the camp website

RETREAT DEVELOPMENT
• During retreats meet with leaders to book future retreats
• Make a sales pitch to retreat groups - promote additional bookings unrelated to their current event
• Actively seek out retreat groups and follow up on all leads given for potential retreats
• Provide vision for the growth of Luther Park's retreat ministry
• Working with the Luther Point Retreat Coordinator:
  o Research and develop strategies to increase year-round retreat rentals at both camps
  o Work together to implement retreat growth strategies for both camps
  o Track and analyze trends in retreat data

CHURCH RELATIONS and PROMOTIONS
• Regularly visit congregations, esp. Sunday mornings and Wednesday evenings
• Keep lines of communication open and active with Youth Directors and Pastors of member congregations
• Provide opportunities to listen to the needs and concerns of congregations and individuals
• Serve as a consultant/resource person to congregations, conferences, synods and other groups within Luther Park’s constituency for retreat/outdoor ministry programming as requested
• Assist the Program and Promotions Director with the Advocate/Ambassador’s Programs as needed
• Write articles and program descriptions for camp promotional material
• Represent Luther Park on NW Synod of Wisconsin’s LYO Board (4 meetings per year plus 2 youth gatherings)

OTHER
• Perform other duties as assigned by the Program and Promotions Director or Site Director
• Participate in an annual evaluation
• Continuing education is encouraged, including all-expense paid seminars and conferences deemed necessary by the Program and Promotions Director and/or Site Director
• Will have use of a camp vehicle while on camp business, or in the event that a camp vehicle is not available, will be reimbursed at the camp’s current mileage rate
• May eat meals when provided by the camp

WORK HOURS
• A one year, salaried position (hours over 45 per week can be used as compensated time), with the possibility of continuation after one year
• Need to be flexible! Summer Months are our busiest season and therefore time off during the summer is very limited
• Housing is provided
• Compensation will include health and pension benefits and vacation time

Luther Park Bible Camp holds the right to alter specific qualifications and responsibilities on an as needed basis. Changes will be discussed with the employee. Final decisions are at the discretion of LPBC.

TO APPLY:

Please submit resume, letter of interest, and references to one of the following: Jon@lutherpark.org or mail to Luther Park Bible Camp, Attn: Jon Schack, 944 24 ¼ Street, Chetek, WI 54728. Resumes are being accepted through Friday, February 3, 2012.