Program Director Job Description

Purpose for the Position
One of the core purposes of Twin Rocks Friends Camp is the slate of camp and retreat programs it provides for the personal and spiritual growth of people of all ages. These include camps for kids/youth (Girls Camp, Boys Camp, Day Camp, Tween Camp, Junior High Jamboree, Surfside Camp), camps for families (Family Camp, Outdoor School for Homeschool Families), adult retreats (Couples Conference, Sabbath by the Sea, Men’s Retreat), and others. The Program Director supervises the camp directors for each of these camps, and also oversees Twin Rocks’ leadership development programs (such as its Servant Leadership Program for high school students, a college-age Summer Staff, and an Intern program for young adults).

Essential Responsibilities
- Ensure the successful operation of Twin Rocks’ summer youth camps by overseeing camp directors and their committees in the planning and implementation of five weeks of summer camp.
- Ensure the successful operation of Twin Rocks’ leadership development programs (one for 10 high school students, one for 17 college-age individuals, and an intern program for 5 young adults).
- Assist in the facilitation of other programs offered by Twin Rocks Friends Camp, including ones targeted to serve adults and families.
- Assist in the facilitation of program components offered to guest rental groups.
- Oversee the work of the camp’s Outdoor Education Director.
- Serve on the camp’s Management Team.

Minimum Requirements/Qualifications
- Attitude of service and a commitment to Twin Rocks Friends Camp and its ministry.
- Possess an evangelical Christian commitment and lifestyle consistent with the organization’s goals, including a signed agreement with Twin Rocks statement of faith and lifestyle expectations.
- Background and involvement with evangelical Friends Church preferred.
- Ability to communicate effectively in person, in writing, and over the phone.
- Previous camp program administrative experience and training.
- Bachelor’s degree or above strongly preferred.
- Proven ability to successfully supervise employees and manage a department.
- Ability to undertake “essential responsibilities” in a timely, friendly, respectful, detail-oriented manner.

Skills and Abilities
- Maintain a viable, growing relationship with Jesus Christ and exemplify that relationship in daily life.
- Ability to work with other staff in planning logistics and other decision-making.
- Self-motivated person who can anticipate the needs of staff and campers.
- Ability to handle multiple projects and issues at the same time and yet maintain a positive attitude.
- Ability to oversee the management of office machines.
- Ability to interact extremely well with the public.
- Ability to successfully supervise employees.

Physical Demands
It is extremely helpful to be in good physical condition and be able to lift up to 25 pounds.
Associated Duties
This person will need to be open to other duties as assigned, including periodically working in other departments. Duties will sometimes include food service preparation, dishwashing, guest hosting, and cabin cleaning, among others.

Compensation
This is a full-time, year-round management position, eligible for the camp’s full benefit package as outlined in Twin Rocks’ Employee Handbook. Among other things, this includes salary, funds for health insurance for employee and family, 401(k) retirement fund, and paid vacation/holiday/sick time. On average, the person in this position will be asked to work 48 hours/week.

Reports to
Twin Rocks Executive Director