

Pilgrim Pines Camp & Retreat Center Program Director Job Description



Job Title: Program Director
Reports To: Executive Director
Position Classification: Full-time Exempt

Organization Overview:

Pilgrim Pines is dedicated to providing fantastic programs for campers of all ages. From our children's and youth camp, to our men's and women's conferences, the goal is the same – to create exciting experiences, memorable moments, and a safe place to meet God. Whether it is through our weekend retreat opportunities, phenomenal worship and teaching, unforgettable camp activities, or simply relaxing by the lake, a camp experience at Pilgrim Pines provides a breath of fresh air in the midst of our hectic world.

Organization Mission:

Pilgrim Pines invites all people from their routines into opportunities to grow, experience renewal, and enjoy recreation and relationships, so that they will experience God through Jesus Christ.

Job Objective:

The Program Director is responsible for guest experiences and many daily operations of the camp as well as understanding, coordinating, and communicating the mission of Pilgrim Pines. The Program Director works closely with the Facility Director, Operation & Marketing Director, and Executive Director.

Key Responsibilities:

The Program Director responsibilities include, but are not limited to the following:

- Plan and execute Pilgrim Pines retreat experiences for youth, young adults, and families
- Develop new Pilgrim Pines ministry options specific to youth, young adult, and families
- Research and development of new programs, equipment, facilities, and ministry initiatives
- Create a fun, safe, and engaging environment for all Pilgrim Pines' programs and guests
- Be active in leadership with the year-round ministry of Camp Squanto
- Work with Covenant churches to assess ministry needs specific to youth, young adult, and families
- Survey needs and trends in ministry at local churches
- Team with East Coast Conference of the Evangelical Covenant Church to foster ongoing relationship with conference staff and conference churches, including annual gatherings and participation in Pilgrim Pines' events
- Coordination of logistics and communication between staff and departments
- Care and maintenance of facility equipment to ensure safety for staff and guests
- Coordinate usage of lodging and activities for events and programs with department leaders
- Partner with Executive Director in recruitment, hiring and training of Pilgrim Pines summer staff
- Support the Executive Director with care of summer staff
- Support the Executive Director on initiatives of fiscal stewardship
- Supervise, care for, and schedule Ministry staff
- Research and implement industry best practices in an effort to keep operations efficient and fiscally responsible
- Team with Executive Director to vision and strategize for the future of Pilgrim Pines
- Assist in other projects and needs throughout the camp

Skills and Qualifications:

- Evidence of strong Christian faith and ability to articulate and live out that faith
- Highly self-motivated and strong work ethic
- Ability to multi-task projects
- Interact well with children and adults from diverse backgrounds
- Create a fun and engaging environment through inviting and friendly personality
- Excellent customer service skills
- Experience with Microsoft Office
- AV and tech knowledge
- CampBrain software understanding a plus
- Ability to speak in front of audience, clearly articulating Pilgrim Pines' mission and ministry goals
- Flexible team player
- Current CPR and first aid certification or willing to acquire. Lifeguard certification a bonus.
- Able to handle long working days and flexible time off in summer season
- Look to be an active and positive part of the greater Swanzey community
- Bachelor's Degree is required

Personnel:

- Take time away from camp to breath. Visit friends, mentors, family and those who speak good truths into your life
- Stay healthy – body, mind and spirit
- Express your emotions properly
- Enjoy daily quiet time with our Creator God
- Laugh often
- Eat well

Location:

Swanzey, NH.

Compensation & Benefits:

- Competitive salary with education and experience
- Paid Time Off
- Medical, Vision, and Dental Benefits
- 403 (b) Retirement Plan
- Housing option

