**New York Conference of the United Methodist Church**

**Position Description**

**Job Title:** Program Services Director

**Department/Area:** Camping and Retreat Ministry

**Reports to:**  Executive Director

**Direct Reports:** Seasonal program staff

**Classification:** Full Time, exempt

**Summary:** The Camping and Retreat Ministry is a part of the New York Conference of the United Methodist Church. Staff members are part of a team supporting a common ministry to youth and adults at Quinipet Camp & Retreat Center, Kingswood Campground, and throughout the Conference. The Program Services Director is an integral part of our outdoor program and will be expected to further our mission through the development and management of successful programs.

**Principal Duties or Tasks:**

**Program**

1. Design, implement, and oversee strategic outdoor programming that reflects the mission of the New York Conference of the United Methodist Church.
2. Initiate and implement strategic outreach initiatives.
3. Develop and monitor related budgets.
4. Recruit, hire, train, supervise, and evaluate seasonal program staff.
5. Assist with hosting year round retreat groups, including weekends and holidays.
6. Assist in scheduling, marketing, and recruiting program and retreat participants.
7. Attend appropriate staff and committee meetings as assigned.
8. Maintain the necessary certifications or equivalent training to lead and/or supervise programs including, but not limited to Challenge Course facilitation and First Aid and CPR. American Red Cross Waterfront Lifeguard certification desirable. Possess a valid driver's license and be capable of driving a 12-passenger van.

**Marketing**

1. Develop and implement recruitment and retention strategies for day and overnight summer campers and off-season programs.
2. Expand outreach initiatives through personal contacts, promotional materials, website, social media, and personal church visits.

**Operations and Facilities**

1. Ensure that all program operations are conducted in accordance with American Camp Association and NY State Department of Health standards.
2. Participate as needed in hosting, food service, setup/cleanup for guest groups, and care of buildings and grounds.
3. Participate as needed in driving 12-passenger van.

**Professionalism**

1. Ensure all operations reflect excellence, integrity, professionalism, and the mission of the New York Conference Camping and Retreat Ministry.
2. Participate in training and continuing education as needed to develop skills and maintain best practices.
3. All other duties as assigned.

**Qualifications:**

1. Understanding of and personal commitment to the Christian faith, with willingness and ability to apply theological principles to camp and retreat programming.
2. Bachelor's degree and at least 25 years of age.
3. Positive personality with ability to build meaningful relationships and project enthusiasm to stakeholders; including staff, guests, volunteers, and donors. Ability to work collaboratively both internally and externally to achieve goals and objectives.
4. Progressively responsible leadership positions in camp and retreat programming, with demonstrated administrative skills in programming and staff management. Minimum of three years professional camp and retreat experience.
5. Demonstrated ability to communicate clearly and concisely in writing and to speak clearly and persuasively before groups.
6. Demonstrated skills in organization, time and priority management, and project completion. A proven self-motivator with skills in planning, implementing, and evaluating programs. Proficient in developing and monitoring budgets.
7. Proficient in computer skills, including Microsoft Office and data management.
8. Ability to maintain an intense and flexible schedule, including evenings, weekends, and occasional holidays.
9. Must be in excellent health and have the ability to lift 25 pounds unassisted, endure strenuous indoor and outdoor camping environments and participate in vigorous activities.
10. Must live onsite at Quinipet Camp and Retreat Center, Shelter Island, NY

**Salary and Benefits:**

This year-round position includes full salary, insurance benefits and pension plan. Onsite housing is provided with basic utilities included. To learn more about our programs, please visit us at: <http://www.nyaccamps.org/>

**To apply:**

Please send a cover letter and resume to [employment@nyac-umc.com](mailto:employment@nyac-umc.com)