



## **Seeking Part-Time and Full-Time Year-Round Positions**

Located in the Catskill Mountains of New York, a two-hour drive from NYC, Koinonia is a Lutheran camp situated on over 1,100 acres of forest, with numerous facilities that offer opportunities to be surrounded by God's creation. Koinonia (Koi-no-NEE-ah) is a New Testament Greek word meaning community.

The mission of Koinonia as an outdoor ministry is as follows:

**Koinonia is where God transforms and prepares people in an outdoor environment to love and serve one another.**

Our vision is that Koinonia will continue to discern its work through strategic and innovative initiatives that meet the practical challenges of outdoor ministry for the sake of the gospel in the world by seeking to deepen and recast its historic commitments and create a ministry that is **sustainable, ministry driven, diverse, collaborative, and worship centered.**

Koinonia is seeking full-time and part-time, year-round staff who are called to enact the mission and vision of Koinonia under the leadership of its executive director, Dr. Kathleen Kristin Ruen. Those who are called to work at Koinonia will have the unique experience of renewing the camp ministry from the ground up and will grow in responsibility and leadership as the camp grows its capacity to serve people in New York City, New York State, New Jersey, Pennsylvania, and beyond. Because the camp is in the process of re-birth, your initial role may evolve to meet the needs of the camp and your own current/emerging gifts and talents. If you have additional skills beyond what is outlined in the job description, please let us know!

We welcome all skills. Koinonia seeks temperaments that are: **emotionally intelligent, flexible, collaborative, energetic, strong in body and spirit, curious, generous, welcoming, inclusive, caring, spiritual, creative, prayerful, and quick to laughter.**

Koinonia seeks a full-time Retreat Director and a full-time Program Director who will live on site, and a part-time Office Manager (or Outreach Manager). Job Descriptions are attached.

Koinonia is an Equal Opportunity Employer and does not discriminate against any employee or applicant based on race, color, age, national origin, ethnic origin, citizenship status, mental or physical disability, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, Koinonia will provide reasonable accommodations for qualified individuals with disabilities.



## Program Director

### Job Description

**Title:** Program Director  
**Reporting to:** Executive Director

#### Description:

Koinonia is seeking a Program Director to design and administer a top-quality program that responds to the program needs of our Member Congregations and our local and wider community. The Program Director will support and expand our programmatic outreach with ecumenical partners and the congregations of the Synod and will be an active part of a team ministry that seeks to provide excellence and guest satisfaction using Koinonia's mission statement as our guide. During the summer, the Program Director will also be the Day Camp Director.

#### Responsibilities:

- Develop and oversee daily/weekly camp schedule in collaboration with the Retreat Director.
- Collaborate with Worship/Program Team and Executive Director in development of program offerings.
- Assist in hiring program staff and planning and leading staff training for new hires.
- Meet and greet guests upon their arrival and departure.
- Consult with Worship Leaders on worship activities.
- Plan curriculum for adults, young adults, teens, and children
- Lead low ropes course activities, group games, and campfires.
- Order, maintain, and organize all materials needed for programming.
- Supervise program staff, including waterfront staff.
- Submit a quarterly report to the Executive Director to be shared with the Board.
- Monitor budget needs and constraints due to programming.
- Work with Outreach/Marketing Team to discern and develop programs for the future.
- Assist in marketing strategy and social media presence.
- Make sure all programming complies with health and safety standards and is culturally relevant.
- Manage inventory, set prices and fill orders for the camp store.
- Other duties as assigned by the Executive Director.

#### Qualifications and Experience:

- Experience in outdoor ministry
- Have current child abuse and criminal clearances
- Strong organizational and record-keeping skills

- Self-driven and results-oriented with a positive outlook
- Excellent oral and written communication
- Experience in leading others
- Strong interpersonal skills to build and sustain relationships with individuals, congregations, and organizations; ability to work collaboratively
- Has Red Cross CPR and First Aid Certification (or will attain them once employed); has a valid driver's license
- Can lift 35lbs or more
- Lifeguard Training/Low Ropes Course Training or willingness to become certified
- Working knowledge of ACA standards
- Bachelor's degree or master's degree in a related field, preferably in education, recreation, or camp ministry

**Salary Range:** Commensurate with experience and includes a benefit package

**Location:** 165 Lakeview Drive, Highland Lake, NY 12743 <http://koinoniany.org>

**How to Apply:** Email résumé with cover letter, and two letters of reference to: [info@koinoniany.org](mailto:info@koinoniany.org)

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## Retreat Director

### Job Description

**Title:** Retreat Director  
**Reporting to:** Executive Director

#### Description:

Koinonia is seeking a Retreat Director who, along with the Executive Director and the Program Director, will be responsible for developing a comprehensive, overarching vision and strategy for a year-round, intergenerational hospitality ministry. They will oversee the management, marketing, and reservations and will execute all hospitality offerings year-round. They are responsible for the hiring, training, and management of all hospitality staff, including housekeeping and food management.

#### Responsibilities:

- Manage reservations and booking calendars, and update current systems as needed.
- Make sure all guest spaces are clean, welcoming, and in good repair.
- Maintain records of guests, events, payments, and retreats.
- Work with Program Director to develop and help lead programming for groups.
- Meet and greet guests upon their arrival and departure.
- Communicate with guests before, during, and after their visit.
- Lead low ropes course activities, group games, and campfires.
- Ensure health and safety guidelines and policies are in place.
- Recruit, train, and supervise housekeeping and kitchen staff.
- Work with cook on meal planning and food ordering.
- Oversee all ordering for the buildings, including furniture, linens, and cleaning supplies.
- Write a quarterly report for the Executive Director to be shared with the Board.
- Participate on the Outreach/Marketing team and maintain consistent communication on all platforms.
- Develop and enact a marketing strategy to promote the offerings of the camp.
- Other duties as assigned by the Executive Director.

#### Qualifications and Experience:

- Experience in outdoor ministry
- Have current child abuse and criminal clearances
- Strong organizational and record-keeping skills
- Self-driven and results-oriented with a positive outlook
- Excellent oral and written communication

- Experience in leading others
- Food service/housekeeping experience
- Lifeguard Training/Low Ropes Course Training or willingness to become certified
- Familiar with social media platforms and experience with Excel, Constant Contact, and Wix
- Strong interpersonal skills to build and sustain relationships with individuals, congregations, and organizations; ability to work collaboratively
- Working knowledge of American Camping Association Standards and general knowledge of Department of Health standards
- Can lift 35lbs or more
- Has Red Cross CPR and First Aid Certification (or will attain them once employed); has a valid driver's license
- Bachelor's degree or master's degree in a related field, preferably in hotel management, hospitality management, or outdoor ministry

**Salary Range:** Commensurate with experience and includes a benefit package

**Location:** 165 Lakeview Drive, Highland Lake, NY 12743 <http://koinonianyny.org>

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## Office/Outreach Manager

### Job Description

**Title:** Office/Outreach Manager

**Reporting to:** Executive Director

#### Description:

Koinonia is seeking an Office/Outreach Manager who is responsible for the orderly flow of office and staff communication, record keeping, and general office tasks. The Office/Outreach Manager is the key contact for those seeking to use our facilities and services. The Office/Outreach Manager is also an essential component in making and keeping good relationships with all constituents, including financial donors.

#### Responsibilities:

- Manage day-to-day communication including answering phones and replying to messages, managing emails, reviewing and sorting mail, and forwarding information to the appropriate staff member.
- File, edit, and organize documents as needed.
- Develop organizational systems to best meet the needs of the office.
- Track all donations and write and send acknowledgement letters.
- Update mailing list and email lists on a continual basis.
- Assist the Executive Director in administrative tasks including the Capital Campaign and taking notes during staff meetings.
- Take registrations for retreats or Day Camp and collaborate with Retreat Director or Program Director as needed.
- Assist in setting up registration systems and billing systems.
- Manage bookkeeping tasks.
- Assist with all mailings.
- Contact donors, retreat guests, or the families of campers.
- Keep the office neat and tidy.
- Make sure office equipment is functioning properly and order supplies as needed.
- Other duties as assigned by the Executive Director.

#### Qualifications and Experience:

- Experience in outdoor ministry/churches
- Administrative assistant experience
- Have current child abuse and criminal clearances
- Excellent organizational and record-keeping skills
- Self-driven and results-oriented with a positive outlook
- Excellent oral and written communication
- Working knowledge of Microsoft Word, Excel, QuickBooks, Eventbrite, Square, and PayPal
- Strong interpersonal skills to build and sustain relationships with individuals, congregations, and

organizations; ability to work collaboratively

**Salary Range:** Commensurate with experience

**Location:** 165 Lakeview Drive, Highland Lake, NY 12743 <http://koinoniany.org>

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