



Interim Director of Programs

[Clearwater Forest Camp and Retreat Center](#)

January 2022

About Clearwater Forest (PCF): A stunningly beautiful camp and retreat setting on Clearwater Lake in central Minnesota, Clearwater Forest has been changing lives in God's woods and waters since 1954. Clearwater Forest provides programming including summer youth camps, women's retreats, spiritual renewal events, off-season youth retreats, seniors' programs and team building opportunities.

Position Title: Interim Director of Programs.

Position Type: Part Time transitioning to Full Time (May 2022-August 2022)

There is opportunity for continued employment past August 2022 in the new PCF staffing structure (structure not yet known). If the role is filled closer to May 2022 we may negotiate starting at full time rather than transitioning from PT to FT. All of this depends on timing, location of the individual, and work needs.

Start: ASAP

Pay: \$20-\$25/hr commensurate with experience (will also receive an end of summer bonus)

Location: during non-summer and non-program season location is negotiable, remote an option. During summer (May-August) we do require the employee on site (non-negotiable)(hrs on site tbd, to be collaboratively set with new hire and Program Team). Potential for employer provided housing on site, will be dependent on applicant preference/needs.

Accountable to: Board of Directors through the Personnel and Program Teams.

Position Purpose: To implement, execute, develop (when needed), and manage the programmatic components of Clearwater Forest's ministry including relationship building, management, supervision, and hiring of summer staff, and logistics of summer camp programming.

RESPONSIBILITIES

Work independently but with support from the Program Team and Board to...

Program – General / Pre-Summer:

- Manage a full schedule of summer camps
- Recruit, hire and supervise all summer staff, and ensure a comprehensive and thorough training experience for all summer employees. Ensuring camp has leadership available for water activities, music and worship, and other interest areas.
- Ensure staff availability for adventure and challenge course leaderships, including necessary recruitment, training and scheduling.
- Adapt curriculum for summer programs run by summer staff including creating/developing materials for quest (bible study), worship, devotions, etc.
- Assist Program team with meeting enrollment goals set by the greater Board.
- Recruit summer or new staff to work special events at PCF such as Snow Camp, Chrysalis, and Creative Arts
- Assist Program Team with maintaining ACA, adventure and safety certifications.
- When able, research and make recommendations for changes/additions to programming based on trends, needs, and interests that keep in alignment with our mission.
- Set measurable goals to evaluate effectiveness of programs and work with the program leaders to assess programs.
- Develop/maintain worship resources such as skits, music, opening/closing programs, etc.

Program – Summer

This position is primarily responsible for the general direction of all summer camp activities and staff including:

- Create and develop staff training materials and sessions
- Lead pre-camp staff training
- Create, develop, maintain, and implement summer program schedules, materials, logistical documents and documentation. Including, but not limited to:
 - weekly staff schedules
 - cabin and quest groups assignments
 - Campers choice assignments
 - Free time assignments
- Conduct daily staff meetings during breakfast with each unit
- Evaluate the performance of staff and nurture improvement and leadership development
- Coordinate daily camp activities to create a smoothly flowing camp setting (meals and activities starting on time, staff where they need to be, ensuring safety concerns, etc.)

- Design and coordinate specific program elements including camp opening and closing programs, morning worship, evening worship, unit nights, special Friday night closing worship and other special events
- Contribute to the harmony and morale of the entire camp community by consistently modeling respect, compassion, concern and other positive values of our Christian community.
- Serve multi-functionally meaning that you may be needed to fill in wherever needed in certain situations.
- Recruit, manage and schedule volunteers for summer camp programs

Outreach and Relationship Building

Work with the Board and Program Committee to:

- Actively promote PCF's programs and facilities through effective marketing, public relations, speaking engagements, and communications with congregations, pastors, delegates, user groups, campers and alumni.
- When applicable, serve as spokesperson for PCF. Representing the camp at events and meetings
- Establish rapport with pastors, congregations, user groups, campers, volunteers, and supporters, and seek to nurture such relationships through effective communication.
- Create partnerships with expert volunteers from various churches, campers, agencies, organizations and professional communities to develop innovative program offerings consistent with the vision and mission of Clearwater Forest.

Experience desired:

- Bachelor's degree or equivalent experience in leading and supervising individuals (particularly college aged young adults) as well as planning, executing, implementing, and designing youth programming.
- Three years' proven experience in working with a multifaceted camping program which included leadership experiences, working with young people as well as young and mature adults.
- Experience in training and leading teams of counselors and working with other professionals as they are called upon to work with training in specialized skills such as life guarding, adventure and challenge course leadership, etc.
- Collaborative experiences with peers and volunteers to achieve ministry objectives.
- Have at least two prior seasons of administrative or supervisory experience in an organized camp
- Expected Competencies: Leadership, Communication, Problem Solving (analytical), Integrity, Flexibility, Collaboration

To Apply: Submit a resume and cover letter to Megan Young-Black (Vice President of the Board and Program Team Chair) at programs@clearwaterforest.org