



Montgomery Center

Welcoming All

JOB DESCRIPTION

TITLE: Program Director

ANSWERS TO: Executive Director

NATURE AND SCOPE OF THE JOB: The Program Director shall be a person of Christian conviction and spiritual maturity, preferably Presbyterian, committed to the ongoing mission and programs of Montgomery Center.

JOB SUMMARY

The Program Director will work collaboratively with the Executive Director in implementing and supervising all onsite programs to further the mission and vision of Montgomery Center. Responsibilities will include, but are not limited to, designing, planning and delivering safe and fun programs, activities and events that are relevant to every age and organization. All the programs, activities and events should reflect the ultimate purpose of Montgomery Center, which is to honor God at all times.

The Program Director prepares and presents all major projects and decisions for the Executive Director's approval.

REQUIRED SPIRITUAL QUALITIES

It is expected that the Program Director will:

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Hold scripture to be the unique and authoritative witness to Jesus Christ in the Church universal and God's Word.
- Have the conviction that God has called her or him to be the Program Director of a Christian camp.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others.
- Have a living faith and actively participate in a faith community.

REQUIRED PROFESSIONAL QUALITIES

It is expected that the Program Director will:

- Hold an associate's or bachelor's degree in any program of study built on relationships, recreation and/or outdoor activities.
- Have at least one of the following certifications: Waterfront lifeguarding, CPR, First Aid, AED, boating operator and/or facilitator.
- Have knowledge and understanding of Christian camp, events, retreats and conference programming.

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- Have the organizational skills and ability to work with people, projects, and resources.
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in word processing, creating and using a spreadsheet, e-mailing, managing databases, and accessing the Internet.

REQUIRED PERSONAL QUALITIES

It is expected that the Program Director will:

- Sign and live by Montgomery personnel policies and practices as a condition for employment and continued employment.
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.
- Possess customer service and public relation skills.
- Meet everyday stress with emotional stability, objectivity and optimism.
- Defend principles and conviction in the face of pressure and partisan influence.
- Demonstrate sensitivity toward staff, volunteers, guest groups and visitors, and an ability to interact effectively with them.
- Understand the importance of discernment, discretion, and confidentiality.
- Develop and maintain rapport with the staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Recognize mistakes and take measures to correct them.
- Be a team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Make an effort to appreciate and understand the uniqueness of the community.
- Place his or her commitment with Montgomery ahead of other jobs or volunteer activities.
- Maintain a personal appearance of a Christian role model in cleanliness, modesty, and good taste.
- Be open to new ideas, initiatives, and concepts in programs, activities and event planning.

ESSENTIAL JOB FUNCTIONS, ACCOUNTABILITIES, MAJOR RESPONSIBILITIES AND OBLIGATIONS

SPIRITUAL LEADERSHIP

- Integrates Biblical principles and the Christian worldview throughout the work place.
- Honors God in every program and function.
- Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follows the **Matthew 18** principle in dealing with conflict with the staff and administration.
- Supports the Christian vision and mission of the camp.
- Serves as a spiritual support to the Executive Director.

ACADEMIC LEADERSHIP

- Participates in continuous professional development through professional reading, college coursework, in-services, workshops, and conferences.

ADMINISTRATIVE LEADERSHIP

- Works closely with the Executive Director in supervising all programs. Has the ability to supervise and evaluate others, enforce policies, follow prescribed procedures, and help and consult with the Executive Director in making timely and difficult decisions.
- Maintains up-to-date and accurate computerized/paper records for all programs.
- Accomplishes all goals and objectives assigned by the Executive Director.

GENERAL RESPONSIBILITIES

- Facilitate a hospitality-focused environment for guest groups and visitors in coordination with all departments of the Center.
- Plan and implement Montgomery summer youth camp programs, retreat opportunities, adult programming, community and social services, and youth retreats.
- Plan and design programs related to the needs of the Presbytery and community in general.
- Work closely with the Executive Director to help maintain the vision and direction of Montgomery and its mission.
- Ensure that all standards (from ACA or others) are followed including safety, wellness, and programming.
- Assume overall responsibility for program implementation.

SPECIFIC RESPONSIBILITIES

- Site and Resources Management
 - Work with the staff to ensure proper care, maintenance, and hospitality are in place for guest groups and visitors.
 - Maintain proper inspections, preventive maintenance and records for all program areas and resources (power boats, sailboats, canoes, waterfront, challenge, archery, etc.)
 - Assist the Executive Director in hiring processes.
 - Train and evaluate weekend hosts to ensure that guest groups experience hospitality in ways that are in line with Montgomery's mission.
 - Work with the Executive Director to update, renovate, and create new programs and program areas that will improve Montgomery's offerings to its guest groups, programs, and visitors.
 - Work with the Executive Director to create marketing plans to increase Montgomery's visibility in the region, increase camper numbers, group numbers and social media presence.
 - Present updates for Montgomery's website and social media to the Executive Director to reflect current information.
- Program Planning and Implementation
 - Plan and implement all Montgomery programs including the summer camp program, Senior Adult Ministry's events and Presbytery Youth retreats and events.
 - Train and supervise all program staff and volunteers including weekend hosts, program facilitators and trained staff, and summer staff.
 - Assist the Executive Director in creating and implementing marketing plans and strategies for all Montgomery programs.
 - Maintain certifications or trainings to lead and supervise all Montgomery programs including Challenge Course, CPR/First Aid, Waterfront Lifeguarding, Boat Driving, and Archery.
 - Assist the Executive Director in reviewing, evaluating, and implementing any changes to programming, to address the needs and desires of the constituent churches and presbyteries and other guest groups.
 - Maintain American Camp Association (ACA) standards and accreditation in all Montgomery programs.

Agreed: _____
Name Signature Date