

# **Crestfield Camp and Conference Center**

## **Position Description: Program Director**

### **Purpose**

Crestfield Camp and Conference Center is called by God to partner with churches and communities to nurture all people in Christ through discipling, outreach, sanctuary, and hospitality so that they may participate more fully in what God is doing in the world. The position of Program Director will work closely with the Executive Director, ensuring that Crestfield is a space for experiencing Jesus' ministry of transformation and renewal through the design, implementation, and evaluation of Crestfield's programming.

### **Qualifications**

The person called to this position must:

- Ø Be a person of strong Christian faith, displaying Christ-like behaviors in all relationships,
- Ø Be knowledgeable about the Presbyterian Tradition,
- Ø Be able and willing to articulate the importance of Jesus Christ in their life,
- Ø Possess skills and experience in program development and implementation,
- Ø Have experience in staff recruitment, training, supervision, and performance evaluation,
- Ø Be willing and able to work outdoors,
- Ø Possess skills in computer technology (i.e., social media, Word, Excel),
- Ø Earned a Bachelor's Degree, with training or experience in ministry for children and youth preferred but not required.

### **Accountability and Relationships**

- Ø Serve as a full-time (40 hrs/week) member of the Crestfield Staff accountable to the Executive Director for the performance of all duties and responsibilities.
- Ø Provide strong program support to campers, guest groups, Pittsburgh Presbytery entities, other governing bodies of the Presbyterian Church (USA), and ecumenical agencies.
- Ø With other members of the Crestfield Staff, working cooperatively in a team environment setting priorities and coordinating work activities that uphold the mission of Crestfield Camp and Conference Center.

### **Specific Responsibilities**

- 1) Programming
  - a. Develop relationships with pastors, youth directors, Christian educators, and congregations to promote Crestfield's ministries and partner with congregations in fulfilling their mission.
  - b. Development and implementation of Crestfield Sponsored Retreats (CSR), ensuring that all CSR's live into Crestfield's mission and are relevant to a variety of participants:
    - i. Plan, promote, and ensure implementation and evaluation of Program Offerings,
    - ii. Plan CSR's that meet the needs of congregational leaders (pastors, youth leaders, CE directors) and children, youth, and adults within congregations.

- iii. Utilize post-CSR surveys as well as personal connections to effectively evaluate programming.
- c. Plan and implement Residential and Specialized Summer Camps
  - i. Development of summer camp offerings,
  - ii. Select content of summer camp programming, including curriculum,
  - iii. Hiring, supervising, and training of summer staff.
  - iv. Assignment of summer staff on week-to-week basis.

## 2) Hosting Responsibilities

- a. Participate in hosting responsibilities rotation, working with the entire staff of Crestfield to provide the highest level of hospitality attainable for the guests of Crestfield.
- b. Respond to facility emergencies as needed.

## 3) Administrative Responsibilities

- a. Develop, monitor, and be accountable for the Programming portions of the Crestfield operating budget,
- b. With the Executive Director and the Board of Directors, serve as an integral part of the fundraising team.
- c. With the Executive Director and the Board of Directors, develop Camp Policy and Program Manuals to meet American Camp Association (ACA) accreditation standards.
- d. Participate in ACA, Presbyterian Church Camp and Conference Association (PCCCA), and other outdoor ministry organizations to network for program ideas, keep abreast of current trends, and identify resources to use in support of the programs at Crestfield.
- e. Maintain and secure relevant professional certifications.
- f. Perform other duties as assigned by the Executive Director.

## **Evaluation**

The Executive Director (ED) will conduct a review after three months of service. Thereafter, the ED will conduct an annual evaluation and salary review. The ED, with input from those invited, will prepare the annual review. This review will be based on achievement of goals and objectives previously agreed upon as well as overall performance.

## **NB**

- Ø Optional Healthcare Benefits are Available
- Ø Optional enrollment in 403(b) Retirement Savings Plan
- Ø Compensated Time Off after probationary period
- Ø 1 week of study leave per year subject to approval of the Executive Director
- Ø Criminal, Child Abuse, and FBI background checks required

## **Communications**

All interested individuals are invited to submit their information to the Rev. Tom Moore, Executive Director, via email at [revtom.moore@gmail.com](mailto:revtom.moore@gmail.com)