

**LUTHERHILL MINISTRIES**  
**Job Description**

**Position Title:** Director of Programs  
**Position Classification:** Salary / Manager  
**FLSA:** Exempt  
**Supervisor:** Executive Director

**Our Mission: Lutherhill...A place for all people, of every generation to experience the love of Christ in unique settings and new ways.**

**Job Summary**

The Director of Programs will further the mission of Lutherhill Ministries through the creation and execution of program activities and events. This position assists in the management of the overall camp operation, under the direction of the Executive Director.

The Director of Programs serves on the Leadership Team and oversees the year-round program of Lutherhill Ministries at our two sites: Lutherhill Camp - La Grange and Zion Retreat Center - Galveston Island, Texas. Programs include both overnight and day summer camps for youth as well as year-round retreats for participants of various ages.

The Director of Programs reports directly to the Executive Director, and is hired by the Executive Director in consultation with the Board of Directors.

**Responsibilities:**

- Design, deliver, and evaluate camp programs that meet the needs and interests of our target populations and ensure their delivery in a safe and quality manner.
  - Develop programs that are creative and innovative.
  - Develop the themes and curriculum of year-round programming.
  - Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.
  
- Embody the mission and values of Lutherhill Ministries.
  - Seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program offerings. Ensure programs support our mission and values.
  
- Design and implement a marketing plan to increase camper attendance and camp usage.
  - Prepare and analyze enrollment trends. Proactively adjust programs based upon usage and budget.
  - Communicate program offerings in a compelling and consistent method.

- Serve as part of the Leadership Team, in collaboration with the Executive Director and Director of Operations
  - Oversee the execution of the summer and retreat programs.
  - Recruit, train, manage and mentor program staff and volunteers as needed to carry out summer and retreat programs.
  - Develop proactive goals for the Summer and Retreat Programs and for assigned staff.
  - Engage in regular staff meetings and periodic staff planning retreats.
  - Maintain clear and positive written and verbal communication with all camp staff.
  - Participate enthusiastically in all camp activities, providing support and guidance to other staff members.
  
- Develop and manage the annual Program budget and provide insight for the overall budget.
  - Evaluate the efficiency and effectiveness of programs, including both qualitative and quantitative metrics.
  - Proactively make adjustments based upon participation rates and budgetary conditions.
  
- Assist Executive Director in identifying potential donors for cultivation. As a senior staff member, actively participate in development activities.
  
- As a small ministry, assignments may vary and change during the year. Staff members are expected to be flexible, support the activities of the Ministry, assist one another, and perform any additional duties as assigned.

**Qualifications and Expectations:**

- Bachelor's Degree in related field of study plus at least 3 years of outdoor ministry or related experience, or the equivalent combination of education and experience.
- Demonstrated leadership experience in ministry or related field
- Familiar with ELCA theology, congregations, agencies, and structures. Willing and able to support ELCA teachings in all activities of Lutherhill Ministries.
- Proven ability to lead and manage year-round and seasonal staff, and work effectively with people of all ages
  - Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
  - Ability and willingness to mentor youth leaders
- Experienced decision-maker capable of assessing overall programmatic performance of the ministry and proactively leading change.
- Self-motivated and able to take initiative in resolving problems.
- May be called to work directly with Board members on committees.