



Job Description
Director of Camps
Updated January 2024

Position Title: Director of Camps
Position Classification: Salary
FLSA: Exempt
Supervisor: Executive Director

Job Summary

The Director of Camps is hired by the Executive Director to whom they report and is called by the Board of Directors to serve the mission of Lutherhill. Primary focus areas include all summer camp programs and seasonal weekend programmed camp offerings in La Grange and Galveston. They lead the year-round program team in the development and implementation of all programmatic aspects of camp.

Responsibilities:

- Embody the mission and values of Lutherhill Ministries.
 - Create a culture of welcome where people are honored, included and loved.
 - Represent Lutherhill in congregations and local community.
 - Represent Lutherhill in our synod and adjacent synods.
 - Effectively communicate the mission and values of Lutherhill in a compelling, fresh way.
 - Work collaboratively with the Director of Retreats to support retreat ministry.
- Design, deliver and evaluate camp programs.
 - Develop creative and innovative programs including overnight, onsite, travel, and congregational day camps.
 - Develop themes and curriculum rooted in the Lutheran tradition and open to all.
 - Work collaboratively with internal and external groups to enhance camp operations.
 - Lead the Program Team in implementation of all programmatic aspects of camp.
 - Recruit, train, manage and mentor staff and volunteers as needed to carry out all programs.
 - Seek and analyze input from youth, adults, families and staff regarding the quality, safety, and enjoyment of program offerings.
 - Ensure programs support our mission and values.
- Oversee administrative aspects of camp programs.
 - Develop and manage the pertinent portions of the annual budget and provide insight for the overall budget.
 - Ensure registration for all camp events are accurate, efficient and user-friendly.
 - Establish policies and practices to be implemented by program staff.
- Serve on the Leadership Team with the Executive Director and designated staff.
 - Work collaboratively across all departments to operate camp effectively in the present and proactively plan for the future.
 - Participate enthusiastically in all camp activities, providing support and guidance to other staff members.
 - Engage in regular leadership meetings, staff meetings and periodic staff planning retreats.



- Maintain clear, positive written and verbal communication with all staff
- Assist the Executive Director in identifying potential donors for cultivation.
- Execute yearly goals and 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 and work effectively with year-round and seasonal staff
 - Ability to observe staff behavior, assess its appropriateness, enforce appropriate management techniques
 - Ability and willingness to mentor peer, young adult and 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.

Working Relationships

- Reports to Executive Director ensure the quality implementation of all programming.
- Works in partnership with the Director of Retreats to manage the program team and to create a comprehensive programmatic ministry for Lutherhill.
- Manages Program Associates and Program Interns for faith formation, vocational discernment and program ministry.
- Works closely with the Director of Operations to ensure camp is prepared for guests.
- Works closely with Guest Relations Manager for summer and programmed retreat registration process.
- Works closely with Bookkeeper for expense reporting, recording offering, store income and staff compensation.
- Works closely with Food Service Manager to provide camper and guest numbers and dietary requirements.
- Works closely with Director of Development, Development Assistant and Executive Director for communication and development efforts.