



Camp of the Cross Ministries

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Program Manager- Position Description **“Adult Ministries”**

The primary responsibility of this Program Manager is to promote and coordinate All Year Programs for Adult Ministries. Other duties will be assigned by the Executive Director based on qualifications and needs.

The Program Manager shall be responsible for the following regarding adult ministries All Year Round:

- **Envisioning** new camp programs, asking questions, listening for suggestions, discovering resource people, and being open to creative ideas.
- **Plotting** and working with the year-round calendar, employing long-range planning skills
- **Developing** resources for programs
- **Planning** (along with the Executive Director) the schedule for each upcoming year
- **Coordinating** (along with the Executive Director, other Program Manager & Registrar) Residential Camps with Nursing Facilities
- **Evaluating** and maintaining (along with the Executive Director) camp policies and quality of camp
- **Leading**

This person must demonstrate skills in the following areas:

- Theology - we are a Christian ministry with a Lutheran theological expression.
- Developing Bible study programs (along with the Executive Director), with assistance from the Program Committee
- Develop and lead worship (along with the Executive Director and other Program Manager) for various programs and worship services of CCM.
- **Promotion and PR** – (along with the Executive Director)
 - Perform newsletter writing - detailing the summer & retreat programs
 - Perform Computer work - producing professional documents such as brochures, pamphlets, etc.
 - Utilize internet (email or website) - developing email lists for announcing events or sending e-news; working with the web site regarding the promotion of the summer and retreat programs and helping maintain our social networks
- **Communication**
 - Initiate conversations with visitors to the camp, guests, and pastors at conferences and synod events; finding ways of identifying with them and showing genuine interest in their lives
 - Perform intergenerational work - relating to a variety of ages through summer & retreat programs and helping participants to do the same; the programs of CCM must be sensitive and accommodating to the ages of participants
- **Hospitality**
 - Provide adequate information for participants prior to attending programs
 - Make sure each camper/retreater feels welcome and important from arrival through departure
 - Constant communication with the Site Manager regarding site-related program needs
 - Look for new ways to accommodate campers/retreaters and provide them with comforts during their stay
 - Work with the Food Service Manager to provide excellent food service, including snacks

- Monitor the general atmosphere and adjusting the schedule or program where necessary
- Address hospitality opportunities and demands with other camp staff
- Visit with participants, but also connecting guests with other guests
- **Resource Development**
 - Network with constituents, pastors, church staff, ambassadors, and the synod
 - Bring leaders in ministry to camp through events (such as the pastors breakfasts) and volunteer opportunities
- **Administration**
 - Constant communication with the registrar regarding contracts, registration and billing
 - Work with music copyrights, songbooks, CCLI, music selection

The Program Manager position...

Will be a Baptized and committed disciple of Jesus Christ.

- ✚ Will be a Committed Christian willing to embrace the ministry of the Evangelical Lutheran Church of America, our constituent congregations and their partnership with Camp of the Cross Ministries.
- ✚ Will be committed to the Mission Statement of Camp of the Cross Ministries
- ✚ Will work closely with the Food Services Manager, Business Manager, Registrar, Site Manager, the other Program Manager and is responsible to the Executive Director.
- ✚ Will be encouraged to live on site.
- ✚ Will be provided for and encouraged to participate in continuing education.