

JOB DESCRIPTION

POSITION: Program Manager

REPORTS TO: Executive Director

JOB SUMMARY:

Create, implement, manage, and oversee all aspects of the camper and guest experience at Keats Camps including (but not limited to) summer camps, shoulder season retreats, and leadership programs including L.E.A.D and summer staff. Facilitate the founding vision for this ministry of evangelism (proclaiming the gospel) and leadership development (through training and experience) by creating space physically, emotionally, and spiritually, for guests to connect with Christ.

JOB DUTIES:

Key Accountability:	Camper Programming
Duty Statement:	<ul style="list-style-type: none"> • Define, develop and oversee all programs related to summer camp and their content. • In consultation with the Executive Director, recruit and confirm all camp speakers and nurses and inform them of their duties. • Develop new programs that will extend the camp's effective ministry to the Christian community. • Maintain an active and visible role during all Keats sponsored camps, activities and functions. • Maintain a record of all programs and activities including reports from program, counselling and activity staff. • Coordinate all program and activity schedules, and summer themes. • Develop and maintain a cleaning and maintenance schedule for all program and audio/visual facilities, equipment and machinery when opening and closing camp. • Ensure that the content, policies and direction of the program are harmonious with the mission statement of the Camp, in consultation with the Executive Director. • Maintain all programming to meet BCCA Accreditation standards. When applicable prepare camp for an accreditation visit. • Adhoc responsibilities as directed by the Executive Director.
Percentage of Time:	30%

Key Accountability	Recruitment and Training
Duty Statement	<ul style="list-style-type: none"> • Define and prepare requirements and qualifications for all summer and shoulder season staff in consultation with Executive Director and fellow department heads. • Prepare and maintain job descriptions for all summer and shoulder season staff. • Recruit and select all summer and shoulder season staff in consultation with other department heads and the Executive Director. • Prepare staff application process via Campwise (Summer only). • Build teams with complementary skills. • Provide feedback and coaching to staff. • Prepare Program staff training curriculum. • Oversee the staff training program, in consultation with the Executive Director. • Co-ordinate with department heads in the integration of Keats trainees into the various activities of the camp. • Adhoc responsibilities as directed by the Executive Director.
Percentage of Time	10%

Key Accountability:	Leadership Development and Spiritual Growth
Duty Statement:	<ul style="list-style-type: none"> • Define and recommend, a concise statement of Program policy and objectives prior to each program year. • Provide leadership, direction, encouragement and training to Program staff to facilitate their operations. • Deal with all disciplinary issues pertaining to Program staff. • Provide guidance and assistance to improve performance of summer staff. • Prepare the draft annual departmental budget for integration into overall camp budget. • Train and equip leaders (summer staff, volunteers, and LEAD) to be active participants in God's Kingdom. • Create, implement, manage, and refine programs to develop leaders - specifically young leaders through our LEAD and summer staff programs. • Encourage and provide for times of prayer and Bible-study among the Program staff. • Where possible, provide for Christian counselling and teaching for Program staff. • Ensure that all Program staff display Christian conduct.

	<ul style="list-style-type: none"> • Adhoc responsibilities as directed by the Executive Director.
Percentage of Time:	15%

Key Accountability:	Guest Services (Summer Only)
Duty Statement:	<ul style="list-style-type: none"> • Coordinate the welcoming of all guests and visitors as they arrive. • Communicate with Speakers and Nurses and prepare all details for their arrival and stay. • Prepare housing for Speakers and Nurses before they arrive • Plan small events for cottagers and welcome them on weekends throughout the summer.
Percentage of Time:	10%

Key Accountability:	Managing Outdoor Education (OE) and Retreat Programming
Duty Statement:	<ul style="list-style-type: none"> • Define, develop and establish all programs related to OE and retreats. • Develop new programs that will extend the camp's effective ministry to the Christian community. • Maintain an active and visible role during all Keats sponsored camps, activities and functions. • Coordinate all program and activity schedules for bookings. • Develop and maintain a cleaning and maintenance schedule for all program and audio/visual facilities, and equipment during bookings. • Maintain all program to meet BCCA Accreditation standards. • Ensure that the content, policies and direction of the program are harmonious with the mission statement of the Camp.
Percentage of Time:	10%

Key Accountability:	Administration
Duty Statement:	<p>Summer:</p> <ul style="list-style-type: none"> • Understand and follow Keats Camps Policies and Procedures. • Assist in Office Manager in the camper registration process (Jan-June). • Look ahead to anticipate and plan for future expenses and challenges. • Plan for future improvements, equipment purchases, growth of both the summer and shoulder programming.

	<ul style="list-style-type: none"> • Communicate with Executive Director for major repairs, replacements, or purchases. • Manage expenses to fit appropriately within the annual budget. • Understand and follow Keats Camps Policies and Procedures. • Prepare an annual report to the Executive Director and Board after each summer. • Develop and maintain all staff and LEAD training materials, applications, manuals, etc. • Collect any staff information and forms to be filed away appropriately. • Develop a metric to measure success and to review, evaluate, and improve the camper and staff experience. • Answer office phones when the Office Manager is unavailable. • Adhoc responsibilities as directed by the Executive Director. <p>Shoulder Season:</p> <ul style="list-style-type: none"> • Understand and follow Keats Camps Policies and Procedures. • Respond to all incoming rental enquiries. • Prepare quotes for bookings as requested. • Create contracts to secure confirmation of bookings. • Coordinate all booking needs (transportation, programming, scheduling etc). • Maintain a record of all OE and Retreat programs and activities. • Look ahead to anticipate and plan for future expenses and challenges. • Manage OE and Retreat expenses to fit appropriately within the annual budget. • Prepare a report biannually to the Executive Director regarding shoulder season programming. • Develop a metric to measure success and to review, evaluate, and improve the OE and Retreat experience. • Understand and follow BCCA guidelines. • Adhoc responsibilities as directed by the Executive Director.
Percentage of Time:	10%

Key Accountability:	Marketing and Sales
Duty Statement:	<ul style="list-style-type: none"> • In consultation with the Executive Director, set and meet annual targets and goals to increase registration of summer programming, OE and retreat bookings throughout the year. • Build relationships with CBWC pastors, leaders, and congregations with the purpose of integrating Keats Camps programs with their communities.

	<ul style="list-style-type: none"> • Build relationships with schools, churches and independent groups with the purpose of future OE and Retreat bookings at Keats Camps. • In consultation with the Executive Director plan and facilitate promotions of the summer programming, OE and Retreats offered at Keats Camps through, church and youth group visits, Missions Fest, BC Camping Conference and other events. • Produce any material (brochures, posters, merchandise etc), coinciding within the Keats Camps Brand, all to be approved by the Executive Director.
Percentage of Time:	5%

JOB QUALIFICATIONS:

1. Character:

- a. Must be actively following Christ and support the vision of Keats Camps
- b. Must have a servant heart above all else
- c. Must be seeking to learn and grow
- d. Must be able to work co-operatively on a team
- e. Must be willing to deliver and receive constructive criticism

2. Skills and Experience

- a. Have a minimum of 2 years camping experience, and 1 year experience within Christian leadership
- b. Positive attitude and strong communication skills (verbal and written)
- c. Strong organizational skills with the ability to prioritize and multi-task
- d. Creative and flexible, able to adapt to change with ease
- e. Sound decision making and problem solving skills
- f. Must have a valid drivers license (minimum Class 5)
- g. Must hold valid First Aid or willing to obtain.