

THE SALVATION ARMY JOB DESCRIPTION

Job Code – Title: Program Director	Employee Name:	Department: Program Services	Location: Hoblitzelle Camp and Conference Center
Job Family: Program Services	FLSA: Exempt - Administrative	Reports to: Executive Director	
Direct Reports: Program Assistant (x25-50), Wrangler Supervisor			Revision Date: 05/11/2016

Job Summary:

Provides programmatic operational direction and support to all program facets of The Salvation Army Hoblitzelle Camp and Conference Center; develops thorough proposals for new programs for the Camp and Conference Center; plans, schedules, coordinates, and/or assists with projects, activities, and events related to Programs for the Center; develops, promotes and maintains a wide range of volunteer opportunities; serves as key part of Summer Camp Leadership Team.

Essential Functions:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this position. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

Program Development and Evaluation Responsibilities (50%)

Develops, implements, and evaluates all Center programs ensuring compliance with Salvation Army policies as well as state licensing requirements as applicable; assesses programming effectiveness in meeting the needs of children, parents, guests, members, community, and staff; recommends needed program changes to ensure all programs remain fiscally sound.

Develops program packages for rental groups and/or campers to enhance their overall experience and aid in ministerial outreach; provides Christian leadership to groups to encourage spiritual development.

Develops, implements, and evaluates a youth internship program, with the goal to grow and develop future youth and Christian leaders for The Salvation Army; develops relationships with local universities to grow and enhance internship program.

Works closely with the Divisional Christian Education and Missions Director to develop and implement a Summer Day Camp Program to operate alongside Summer Camp at Hoblitzelle Camp and Conference Center.

Researches and seeks additional funds to help bring stability to Center programming operations; prepares and maintains all records for grant reporting requirements.

Participates in setting priorities and recommendations for the Center operation, including budgets, communications, security, staffing, scheduling, repairs, remodeling, and replacement of facilities and equipment.

Event Coordination and Implementation Responsibilities (30%)

Assists in the planning, coordination, promotion, and implementation of various programs and other events as assigned; secures and coordinates outside vendors and volunteers; participates on the day-of event to ensure a smooth flow.

Administers ropes challenge course third-party contract; maintains awareness of applicable challenge course accreditation standards and works towards TSA challenge course accreditation; develops plan to build Salvation Army ropes course team in order to eliminate need for third-party assistance;

Serves as key part of Summer Camp Leadership Team.

Liaison Responsibilities (10%)

Establishes and maintains a friendly and cooperative relationship with public and private social agencies and other organizations such as neighborhood schools and other non-profits and related organizations in the area; promotes participation in the Center activities.

Serves as a liaison to Divisional Headquarters staff during special events; assists with coordinating and overseeing the provision of all rental group needs whether big or small; acts as the face of the organization to ensure that all rental groups are fully satisfied with their rental experience; coordinates activities with multiple groups.

Financial, Reporting, and Analysis Responsibilities (10%)

Reviews, monitors, and approves expenditures to ensure compliance with budget constraints.

Compiles and prepares routine and complex reports; analyzes report outcomes and makes recommendations to the Executive Director as needed.

Maintains and supervises the maintenance of accurate and complete records as required by regulations, government-funded programs, Salvation Army policy, or ease of functioning, including personnel, financial, enrollment, and inventory.

Prepares and maintains up-to-date database records on all volunteers; prepares annual report regarding the status of the volunteer program.

Other Responsibilities:

Travels, as needed, to represent The Salvation Army in the community and as needed in planning and conducting of events at Hoblitzelle Camp and Conference Center.

Provides on-call coverage in order to meet the needs surrounding events and to assist guests.

Performs other duties as assigned.

Materials and Equipment:

Personal Computer

General Office Equipment

Applicable Software

Knowledge, Skills and Abilities:

Knowledge of The Salvation Army mission and ministry.

Knowledge of the Bible, doctrine and theology.

Knowledge of principles and practices of Christian education, child development and family relations.

Knowledge of effective teaching skills and practices for youth programs.

Knowledge and evidence of staff leadership and training skills.

Ability to relate sensitively to people of all ages and varied backgrounds.

Ability to develop and administer facility budgets.

Ability to communicate and express ideas clearly and effectively both orally and in writing.

Ability to establish and nurture relationships with adults and children of all ages and their families.

Ability to present a positive and professional image of The Salvation Army.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Program Administration, Sports Management, Business Administration, or related field,

And

Four to five years of experience directing operations in significant recreational, athletic and entertainment facilities, with a minimum of two years prior supervisory experience,

Or

any equivalent combination of training and experience which provides the required knowledge, skills, and abilities,

and

a Salvationist in good standing (preferred).

Certifications:

Valid State Drivers License

Physical Requirements:

Ability to meet attendance requirements.

Ability to read, write, and communicate the English language effectively.

Ability to live on site and provide on-call coverage as needed.

Ability and willingness to conduct all duties in accordance with the ministry of the organization and its Christian principles; conducts all communications and job duties with the highest level of professionalism.

Duties are usually performed by combinations of sitting, standing, and walking on a frequent change basis.

Limited amount of physical effort required associated with walking, standing, lifting, and carrying light to moderately heavy objects (up to 50 lbs.) occasionally.

Working Conditions:

Work is performed in an indoor and outdoor recreational environment where there may be physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.

Statement of Purpose:

This document provides descriptive information about the above Salvation Army position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content of and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. The Salvation Army reserves the right to make changes to this document as deemed necessary without providing advance written notice.

All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.

Employee Signature

Date