

## FORTUNE LAKE LUTHERAN CAMP

### JOB DESCRIPTION

**Position Title:** Program Director

**Ministry Statement:** To administer and operate the programs on and off site in accordance with the FLLC mission statement adopted by the Board of Directors.

#### I. PERSONAL QUALIFICATIONS

##### A. Theology

1. Strong personal faith and a grace-oriented theological commitment, consistent with theology and practice of the Evangelical Lutheran Church in America.
2. Commitment to and positive relationship with our Lutheran Church constituency.
3. Commitment to a servant leadership style.

##### B. Vision

1. Future-oriented focus with ability to assess risks and move forward.
2. Inspire others to see possibilities for greater service to church and community through outdoor ministries.
3. Recognize the importance of strategic timing and planning.

##### C. Collegiality

1. Ability to interact with and direct staff members with varying experiential backgrounds and personalities.
2. Ability to surround self with capable, trusting staff.
3. Involve a variety of people in decision making.
4. Elicit trust through openness and shared leadership style.

##### D. Relationships

1. Responsive to needs of all groups, large and small.
2. Organizational expertise in order to function effectively within the structure of FLLC.

##### E. Education and background

1. Experience in outdoor ministry, camping retreating, conference centers.
2. Courses in recreational management, social services, Christian education and/or other applicable fields of study preferable but not required.

#### II. JOB RESPONSIBILITIES

##### A. General

1. Work with the Executive Director and Program Committee in coordination and leadership of both short-term and long-range planning for FLLC program development.
2. Provide opportunities to listen to the needs and concerns for ministry, regardless of gender, age, orientation, economic status or ethnic heritage.

3. Create an inviting, listening presence in all congregations throughout the Synod.
  4. Define long range objectives integrating programmatic needs of the constituency with the resources of properties, finances and people.
  5. Provide a welcoming presence to all camping, retreating groups who use FLLC programs and future facilities.
  6. Follow applicable ACA Standards, Federal, State of Michigan and Iron County regulations.
  7. Keep records of participants, food and program materials purchased, and number of participants in year round programs.
  8. Supervise all program staff
  9. Set program schedules, including logistics for summer staff travel.
- B. Public Relations
1. Express the purpose and value of FLLC ministry to groups and individual.
  2. Develop and maintaining timely contacts with pastors and congregations.
  3. Cooperate with and enlisting the aid of various groups and community agencies.
  4. Supervise the writing and printing of programmatic promotional materials.
  5. Relate and interpreting the uniqueness, vision and direction of FLLC to constituent congregations.
  6. Create the image that FLLC is an extension of each congregation's local program and not a separate activity apart from congregation life.
- C. Staff Recruitment
1. Determine all staff responsibilities and accountability of Summer Staff and Year Round Program Staff in accordance with job descriptions.
  2. Recruit all summer staff.
  3. Recruit other resource persons having Christian commitment and ability to relate to people and programs using congregation, program specialists, Synod offices, national offices, etc.
- F. Program and Financial Development
1. Develop new/dynamic programs that will achieve the financial/program goals of FLLC.
    - a) Recruit participants
    - b) Promote retreat usage to increase income.
    - c) Promote participation by developing a working relationship with congregational youth workers.
- E. Function as the Coordinator of Adult and Family Retreat Ministries.

Duties include:

1. Coordinating arrangements for all adult and family rental retreat groups that will be using our site including ski groups.

2. Planning and coordinating existing programmed events that serve adults and families with the assistance of other full-time staff.
3. Planning, developing, marketing, and implementing new programmed retreats for adults and families.
3. Assisting in coordinating and supervising use of the ropes course. Be certified as a facilitator.
4. Developing a stronger program to serve older adults.
5. Exploring new ways to partner with the Synod to serve older adults in our Synod.
6. Helping develop and implement an overall plan to provide retreating ministries that meet the needs Synod congregations, whether at Fortune Lake site or in local congregations.

## **FORTUNE LAKE LUTHERAN CAMP**

### **Program Director Responsibilities**

The Program Director for Fortune Lake Lutheran Camp will oversee all aspects of program development, implementation, staffing, supplies, facility and programming.

1. PROGRAM
  - a) Scheduling year round programs
  - b) Facilitating events
  - c) Implement and supervise
  
2. STAFF
  - a) Recruitment/Hiring
  - b) Training
  - c) Scheduling
  - d) Supervision
  - e) Evaluation
  
3. RESOURCE DEVELOPMENT
  - a) Marketing - FLLC purpose and plans
  - b) Representation through congregational presentations
  
4. MATERIALS AND SUPPLIES
  
5. PROGRAMED RETREATS
  - a) Scheduling individuals and groups for program retreats
  - b) Oversee maintenance and repairs of program material, i.e. health office, ropes, waterfront, etc.
  
6. FISCAL OPERATIONS
  - a) Budget preparations
  - b) Budget implementation and evaluation
  
7. FLAMES
  - a) Development in collaboration with Congregations
  - b) Recruit and train
  - c) Evaluate program
  - d) Prepare, implement and evaluate budget

Compensation will be competitive and commensurate with experience.

Deadline for all applications is October 31, 2009

Contact:

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