

Bear Creek Camp & Conference Center

Eastern PA Lutheran Camp Corporation
PO Box 278, Bear Creek, PA 18602 570-472-3741

Position Description

(Updated 6-19-18)

Position: Associate Director

Accountable To: Executive Director

Overall Responsibility: With a firm commitment to Christ and the Church, the desire to explore, celebrate and grow in God's creation, the Associate Director serves the mission and vision of Bear Creek Camp through directing and administrating the day to day operations of the site, providing leadership and support to other staff, developing and promoting programs that meet the needs of the constituency, and working with other staff to provide a welcoming and hospitable Christian community for all guests.

Specific Responsibilities:

Program

1. Work with Executive Director and staff to ensure that all summer and year round programs promote the mission and vision of Bear Creek Camp and are operated according to appropriate policies and procedures, with specific responsibility of developing, coordinating, and overseeing all youth, adult and family programs.
2. Recruit, train, evaluate and manage summer staff for all programs, including the training of vehicle operators.
3. Create, implement and lead training for summer staff.
4. Oversee the development and operations of the Challenge Course programs.
5. Oversee the development and operations of off-site trips and on-site campouts.
6. Work with Executive Director to administrate retreat rental operations, including:
 - a. Training and coordination of retreat hosts and special needs for groups.
 - b. Maintain current procedures, orientation manuals, materials, and files for groups and hosts.
7. Research and provide direction to the Executive Director and the entire operation for the development of programs that meet the changing needs of the constituency.
8. Participate in regional and national events to stay current on developments in outdoor ministries and secular camping.
9. Host retreat groups and be on call in rotation with other staff.

Administration

1. Oversee the ACA accreditation standards program.
2. Facilitate the improvement, maintenance and replacement of all equipment in regard to program.
3. Work with Executive Director to manage budgets for program areas.
4. Recruit, train, supervise, and evaluate seasonal staff in conjunction with Executive Director.

5. Administrate the waterfront program, including boating and swimming, especially creating opportunities for the training of lifeguards and staff.
6. Other duties as assigned.

Public Relations

1. Promote program opportunities to congregations and other constituent groups on Sunday mornings and other appropriate times.
2. Promote, develop and train the members of the Bear Creek Ambassadors program.
3. Create publicity materials for camp programs.
4. Manage the organization's social media & web site.
5. Other duties as assigned.

Qualifications:

Required

1. Solid Christian faith, with understanding and appreciation for the doctrine of the Evangelical Lutheran Church in America.
2. Bachelors degree in related field
3. 3-5 years of experience in full time Outdoor Ministry or related field.
4. Demonstrated communication skills in public speaking, writing, and publications.
5. Understanding of small group philosophy of ministry.
6. Organization, time management, and delegation skills.
7. Conflict resolution skills

Helpful but not required

1. Guitar/Music Skills
2. High and Low Ropes Experience
3. CPR and First Aid Certification
4. Outdoor Living Skills
5. Lifeguarding

Compensation:

1. Salary
2. Benefits
3. On site housing available

Interested candidates may email cover letter, resume and references to Executive Director Dan Scharnhorst at: dan@bearcreekcamp.org

Questions about the camp or the position may be directed to Dan at the above address or by calling 570-473-3741

To learn more about Bear Creek Camp:

www.bearcreekcamp.org