



BEAR CREEK CAMP

About Bear Creek Camp:

Our Mission, Vision, & Core Values:

Bear Creek Camp's mission is to invite all people to explore, celebrate, and grow in relationship with God, nature, and community. Our vision is to have all people feel accepted and loved in this community so they can reflect their experiences to make a positive difference in the world. We do this through building inclusive community; caring for creation; promoting adventure and fun; sharing grace-filled faith; cultivating empathy; and developing leaders.

Our Welcome:

Bear Creek Camp is committed to the care and well-being of all. We strive to cultivate an uplifting and loving environment where each person is wholly accepted and affirmed for who they are. Our Lutheran foundation calls us to work toward justice and peace for all of God's people. With intentional support of historically marginalized peoples, we commit to promoting racial equity and the affirmation of all sexual orientations, gender identities, and gender expressions among our community. At Bear Creek Camp, we value thoughtful curiosity, open perspectives, and the celebration of difference among all who share this space. Having experienced this authentic welcome, all who travel our red dirt road will depart equipped to energize their communities with that same expansive spirit of inclusion. Rooted in our long-held pursuit of intentional community, we seek to create holy ground at Bear Creek Camp that will help shape individuals and communities for generations to come.

Ministry & Program Operations:

- 3000 acre property located in the Pocono Mountains near Wilkes-Barre, Pennsylvania.
- Specialty program areas include: lake, newly-expanded high ropes course, low ropes, archery, and 30+ miles of hiking trails
- 20 seasonal cabins (200 capacity); Retreat Center (6 cabins/72 capacity); Retreat House (3 rooms/15 capacity)
- Five full-time and four part-time, year-round employees
- Eight-week summer camping season with approximately 800 campers, 40 seasonal staff, and 16 seasonal volunteers
- Year-round rentals, environmental education field trips and programmed retreats for approximately 2000 annual guests
- Accredited by the American Camp Association and an association member of Lutheran Outdoor Ministries.
- Supported by the Northeastern and Southeastern Pennsylvania Synods of the ELCA

Our Future:

Bear Creek Camp recently completed a process of strategic planning and identified five ministry result areas: intentional inclusive practices; facilities; fundraising & marketing; programming & creation care; and strengthening resource relationships. The Program Director will be an integral part of working within these areas to provide for programs and operations that meet the goals within each. Bear Creek Camp strives to be the leading identity-affirming, nature-excited camp in the region and will reach this through thoughtful and creative program design and operation as well as intentional cultivation of positive and productive staff and volunteer culture.

Position Details:

Salary: Initial annual salary range of \$42,000 – \$48,000 depending on experience.

Housing: Private, single-family home. Utilities and internet included.

Benefits: Bear Creek Camp-provided standard benefits for salaried employees, including the following: 403(b) retirement account with 6% annual salary match; Individual health, dental, life, and disability insurance fully funded by camp; Continuing education budget of \$500 per year; 20 paid time off days (vacation, sick, personal) per year plus ten holidays.

Schedule: Year-round position, with flexible days and hours as needed both for the employee and for the needs of camp operations. Summer camp programming runs Sunday afternoon through Friday evening. Non-summer months include weekday office hours with weekends and evenings as needed for rentals, retreats, church promotion, and board/committee functions and appropriate days off during the week as needed). This position has an anticipated start day after the Summer 2024 programming season.

Application Process:

To apply for this position, submit resume and cover letter to Collin Grooms, Executive Director – collin@bearcreekcamp.org

First wave application deadline of July 5, 2024 with rolling interviews to begin after that date. Position will be open until filled.

Bear Creek Camp

3601 Bear Creek Blvd, Wilkes-Barre, PA 18702

www.bearcreekcamp.org

Program Director Job Description

Position Overview:

The Bear Creek Camp Program Director shall serve the mission of Bear Creek Camp through design and implementation of programming throughout the year for youth, families, and adults through summer camp and year-round retreat programs and assist in the management of the overall camp operation as a member of the staff team.

Qualifications:

1. A desire to work in outdoor ministry and to make campers and guests the number one priority.
2. Excellent organizational and prioritization skills; ability to meet assigned deadlines
3. Ability to work with limited supervision in an overall team environment that requires communication
4. A minimum of 21 years old.
5. Ability to maintain clearances for working with children as required by applicable state and federal law.

Reports to: Executive Director

Responsibilities:

1. Program
 - a. Oversee the development and operations of summer camp programs including on-site youth and family programs.
 - b. Oversee the development and operations of camp-sponsored off-season retreats.
 - c. Recruit, train, manage, and evaluate staff for all programs.
 - d. Recruit, train, and manage volunteer positions including summer chaplains and nurses.
 - e. Oversee the year-round operation of camp program areas including challenge courses, waterfront, archery, and other specialized activities.
 - f. Liaise with Board of Directors, and appropriate committees and taskforces regarding program strategy and evaluation.
 - g. Participate in regional and national events towards continuing professional development.
 - h. Serve as on-site group host, lead program areas, and be on-call in rotation with other staff.
 - i. Assist with the general operation and upkeep of camp as needed including housekeeping, food service, and maintenance.
2. Administration
 - a. Oversee and serve as liaison for American Camp Association accreditation.
 - b. Maintain and ensure confidentiality of all appropriate records of campers, guests, and staff. Assist in the management of databases including CampBrain registration software.
 - c. Manage programs in relation to overall camp budget.
3. Marketing/Public Relations
 - a. Coordinate and promote camp to congregations and other constituent groups through church visits, synod events, and other appropriate times.
 - b. Oversee and coordinate the Bear Creek Ambassador program.
 - c. In coordination with the Development & Communications Coordinator, create and execute marketing materials for programs and general promotion of camp including print, email, video, website, and social media.
 - d. Build relationships with families, guests, congregations, and community members in the areas of fundraising and development.

Essential Abilities:

1. Skills to effectively relate, instruct, and supervise youth and adults in a positive and supportive manner.
2. Capable of effective, appropriate, and sustained mental, emotional, and social responses in camp's constantly changing, youth- and guest-centered environment.
3. Cognitive ability to understand and implement safety regulations and procedures.
4. Visual and auditory abilities to effectively communicate in-person and through writing.
5. Have the physical, mental and emotional endurance to work long hours and irregular schedules.
6. Physical ability to walk, stand, sit, climb, kneel, crouch, stoop, and stand to perform job responsibilities in varied terrains and environments.
7. Physical ability to lift 50 pounds.

Classification: Fulltime, Exempt

(Revised 5/24)