**SUGAR CREEK BIBLE CAMP**

**13141 SUGAR CREEK BIBLE CAMP ROAD, FERRYVILLE, WI 54628**

**PROGRAM DIRECTOR OVERVIEW**

The Program Director shall be able to effectively communicate the Gospel within the context of Lutheran Theology, and be committed to Sugar Creek Bible Camp's philosophy and program within the church. This will include working within a team to design and implement effective programming with our member Lutheran congregations as well as our ecumenical partners. This is a full-time, year around position which will include competitive salary, vacation, annuity, and medical benefits, as well as on-site housing.

**RESPONSIBLE TO:**

The Executive Director of Sugar Creek Bible Camp. The Executive Director has final authority and all staff are finally accountable to the Executive Director for all facets of the mission and operation of Sugar Creek Bible Camp. Within this accountability, the Program Director shall receive the delegated authority and responsibility to carry out the tasks described below.

**QUALIFICATIONS**

1. Active faith and relationship with Jesus Christ, open to the work of the Holy Spirit, calling and commitment to Christian camping as a vocation, and a desire and ability to share the Gospel of Jesus Christ with campers, retreat attendees, and outreach ministries of Sugar Creek Bible Camp.
2. At least 21 years old.
3. High energy level with an ability to generate excitement in youth.
4. College degree or equivalent experience.
5. Significant experience on camp staff, summer and/or full-time.
6. Exceptional organizational skills with attention to detail.
7. Promotional and public speaking skills.
8. Ability and understanding of extending and teaching unsurpassed hospitality.
9. Program planning and leadership skills including effective supervision of approximately 60 summer staff.
10. Effective computer skills, including website management and using social media as a tool.
11. Ability to solve problems, remain flexible, and adapt to any situation, often on short notice.
12. Commitment to risk management policies and procedures (familiarity with ACA standards preferred).
13. Musical skills (e.g., singing and guitar) preferred.
14. Willingness to live in camp owned 3 bedroom duplex with 2 car attached garage.
15. Willingness to serve at whatever needs to be done, often with long hours.

**FUNCTIONS AND RESPONSIBILITIES**

1. **Summer:**
2. Work with Executive Director and the program committee to plan and implement summer programs

and curriculum.

b. Recruit and make recommendations to the Executive Director in the hiring of the summer

 staff.

c. Plan and lead staff training in consultation with the Executive Director.

d. Direct summer program, program staff and day camps.

e. Supervise summer staff, including timely evaluations during and at the end of summer program.

f. Welcome and involve pastors, advisors, and youth directors in programs.

g. In a timely fashion, coordinate/assign leadership and program staff for weekends, trips, and events.

h. Lead weekly summer staff meetings and staff closing worship, and lead or delegate daily staff

 meetings as required.

i. Be available and "on-call" 24/7 throughout the summer program.

2. **Retreat Season:**

 a. Program sponsored events and retreats, secure staff and resource people.

 b. Serve as the main retreat host and supervise other retreat hosts. Provide retreat hosts and

 other staff with logistical information in a timely manner (numbers, facility requirements,

 schedule, etc.).

 c. Promote retreats through written material and visits.

 d. Plan, recruit, and train staff and secure necessary resource people for programs.

 e. Schedule, train, and recruit staff for camp promotions, as needed.

 f. Serve as a resource for congregations, youth directors, and pastors, as requested.

 g. Work with synod, other camps, and colleges in securing, training, scheduling staff for all

 types of outreach and educational experiences, for example - synod middle and high school

 events/gatherings.

3. **General:**

 a. Work with the program committee and Executive Director to develop and promote new

 programs and retreats including special needs, age specific and intergenerational programs.

b. Christ-centered programming is the focus of our ministry at Sugar Creek Bible Camp.

 Programming will include as a minimum, worships, devotionals, bible studies, campfires and

 other activities.

 c. Retreats happen all year. Program Director is responsible for communicating with retreat

 groups well in advance (a month ahead is optimal) and at least a week before retreat group

 arrival. Hosting of retreats includes all hospitality needs, programming, serving meals and

 clean-up.

 d. Administrative requirements will also include keeping track of summer staff, program files,

 developing website materials, and coordinating ACA policies and requirements.

 e. Work with the Executive Director to broaden alumni data base, possible alumni newsletter,

 special events and activities.

 f. Work with the Executive Director and Administrative Director to produce the camp

 newsletter (Currents).

 g. Produce brochures and communication documents.

 h. Assist in developing marketing plans and actively promote all Sugar Creek Bible Camp

 programs.

 i. Attend conference, synod, and other special events, as requested.

 j. Communicate with and visit member and supporting congregations.

 k. Attend board meetings as requested.

 l. Participate in program committee and association meetings.

 m. Attend outdoor ministry conferences, gatherings, and other continuing educational

 opportunities as directed by the Executive Director.

 n. Oversee the operation of the canteen.

 o. In consultation with the Executive Director, evaluate the programs offered by Sugar Creek

 Bible Camp

4. **Other duties as assigned.**

 a. While this is a list of responsibilities, this position requires the ability and heart to do

 "whatever is needed" for the benefit of the ministry of Sugar Creek Bible Camp to the glory of

 Jesus Christ our Savior and Lord. This may include anything from carrying mattresses, to

 restocking firewood, to running the dishwasher in the kitchen, to attending information

 nights in a church, to chasing down horses in the pasture. Different seasons require a

 different intensity of effort, so the Program Director must remain flexible.

 5. Program Director performance to be evaluated annually. Criminal background checks to be performed bi-annually.

**Employment Application For Program Director**

**Sugar Creek Bible Camp (SCBC)**

**1. Personal Information**

 Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Social Security #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ U.S. Citizen: Yes\_\_\_\_\_ No \_\_\_\_\_\_

 Religious Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Congregational Membership Name / Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Have you ever been convicted of a crime? Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

 If Yes, please attach an explanation on a separate piece of paper.

**2. Education History** --- High School to Present, including Certificates

Name & Location Major Degree Graduation Year

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**3. Personal Faith Journey and Statement of Faith**

Please use the space below or attach no more than 2 pages to share your personal faith journey and statement of faith as you prayerfully consider the position of Program Director of Sugar Creek Bible Camp. Again, please limit your response to 2 pages.

**4. Qualifications for being Sugar Creek’s Program Director**

Please use the space below or attach no more than 2 pages to share your qualifications and experiences for being the Program Director of Sugar Creek Bible Camp per our detail job description. Please limit your response to 2 pages and your most significant qualifications.

**5. Employment History** -- Please cover at least the last 10 years of employment. Begin with your current or most recent employment. Use as many pages as necessary to cover your employment history.

**Employer # 1**

Employer / Address/ Phone # :

Dates of Employment:

Ending Position: Starting Position:

Description Duties & Responsibilities:

Final Salary / Compensation Package (include benefits, pension):

Supervisor Name / Phone Number:

**Employer # 1**

Employer / Address/ Phone # :

Dates of Employment:

Ending Position: Starting Position:

Description Duties & Responsibilities:

Final Salary / Compensation Package (include benefits, pension):

Supervisor Name / Phone Number:

**6. References** -- please provide the name, address, phone number, email address & relationship of 2 Personal References, 2 Professional References and a Reference from a Pastor as available.

**6.1 Personal References**

**Name Address Phone Email Relationship**

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**6.2 Professional References**

**Name Address Phone Email Relationship**

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**6.2 Pastoral Reference**

**Name Address Phone Email Relationship**

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**7. Other Relevant Information** – provide any other information which you believe is valuable in reviewing your application. You may use an additional sheet as required.

**8. Important Items**: *Read Carefully and Respond as Appropriate*

Be sure that all information is complete and accurate to the best of your knowledge. Misrepresentation of facts in this application will disqualify me from further consideration. I understand and agree to this provision: YES \_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_

Sugar Creek Bible Camp has my permission to investigate, at its discretion, my past employment history, and other information provide in this application, and may contact my personal and profession references.

I grant this permission: YES \_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_

Any position offered to me is contingent upon the satisfactory completion of a ‘background check’. I understand: YES \_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_

I understand that the information disclosed in the application may be shared with the Search Committee, the Board of Directors, and those working on behalf of the Board of Directors for this position:

YES \_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_

I understand that nothing contained in this form, my response, or in the granting of an interview is intended to create a contract between Sugar Creek Bible Camp and me, either for employment or for the providing of any benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Sugar Creek Bible Camp unless made in writing and signed by the Executive Director of Sugar Creek Bible Camp. I understand: YES \_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_

**9. Applicant Signature & Date**

**I hereby agree to the statements and conditions listed in section 8.0**

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**Applicant Signature Date**

**Instructions & Information**

1. If you desire to be a candidate, please complete the application form and send an electronic copy to don@sgrcreek.org. Or, you may send a hard copy to Don Shunkwiler, Executive Director, Sugar Creek Bible Camp, 13141 Sugar Creek Bible Camp Road, Ferryville, WI 54628.

2. Applications will be accepted until position is filled.

3. Upon receipt of your application, an acknowledgement of application received will be sent.

4. All communication will come from the Executive Director relative to interview(s) and additional information requests, if any.

5. The Executive Director will do an initial interview via teleconference or by skype; more than one conference could be scheduled.

6. If you are selected as a finalist for the Program Director position, you will be invited to come to SCBC for a final set of interviews. Your expenses will be paid by SCBC.

7. If the Executive Director determines that you are not a finalist, the appropriate correspondence will be sent to you.

8. The Program Committee will recommend a final candidate to the Sugar Creek Executive Director. The Executive Director will make the final decision based on the Program Committee's recommendation. Once the decision is made, a compensation package with the selected candidate will be discussed and the appropriate letter of “offer” will be issued.

9. The compensation package will be based on qualifications and experience. The compensation package will include benefits including housing and board, medical, annuity and vacation.

10. Position reports to the Executive Director.