

# Sugar Creek Bible Camp

13141 Sugar Creek Bible Camp Rd. Ferryville, WI 54628

608-734-3113 [www.SugarCreekBibleCamp.org](http://www.SugarCreekBibleCamp.org)

## Program Director

### SUMMARY

Sugar Creek Bible Camp is a nonprofit owned and operated by over 100 churches. We serve individuals, families, congregations, schools, and the global Church by providing powerful experiences that nurture Christian faith through residential retreat ministry settings. This is possible thanks to wonderful relationships with supporters, program participants, communities of faith, and the presence of the Holy Spirit.

Mission statement: “Where all generations encounter Christ, experience God’s grace, and are empowered by the Holy Spirit to go forth in faith.”

The **Program Director** coordinates exciting, relevant programs to offer people experiences of the gospel of Jesus Christ in the context of Lutheran theology. As part of a team, the Program Director manages our programming alongside member congregations, community leaders, and ecumenical partners. This is a full-time, year-round position to include competitive salary, vacation, retirement contributions and medical benefits, as well as on-site housing and utilities paid.

### POSITION RESPONSIBILITIES

#### *Summer*

- a. Plan and oversee summer camp programs and curriculum
- b. Recruit, hire, train and supervise the summer camp staff, offering timely performance evaluations during and at the end of the summer program
- c. Plan and lead Staff Training in close consultation with the Executive Director
- d. Direct summer programs including traveling Day Camp teams, and other retreat ministries
- e. Welcome and involve pastors, advisors, and youth directors
- f. Coordinate and assign staff for weekend events, program trips, and retreats
- g. Lead weekly summer staff meetings and worship
- h. Be available and reachable when the summer camp program is active

#### *Retreat Season*

- a. Direct sponsored program events and retreats, securing staff and resource people when needed, and being available (or on-call if needed) during sponsored events
- b. Oversee hosting of retreats, providing our Retreat Hosts and other staff who will be onsite with logistical information in a timely manner (numbers, facility requirements, schedule, etc.). Hosting of retreats entails hospitality needs, occasional program elements, meals and clean-up
- c. Communicate to help promote retreats through media, materials, and visits
- d. Schedule, train, and recruit staff for camp promotions as needed
- e. Serve as a resource for congregations, youth directors, and pastors, as requested
- f. Work with synods, other camps, and college ministries in securing, training, and scheduling seasonal help – and inspiring and motivating our seasonal youth ministry staff members

#### *General*

- a. Work with the Executive Director and Program Committee to develop and promote new programs and retreats
- b. Administrative requirements include keeping track of summer staff, program files, developing website materials, and coordinating ACA policies and program accreditation

- c. Assist in marketing plans, promoting summer and retreat programs, volunteerism, and new partnerships
- d. Attend LOM conferences, synod events, and other networking events as requested
- e. Communicate with and visit member and supporting congregations
- g. Attend outdoor ministry conferences and other continuing educational opportunities
- h. Assist with wintertime ordering for the camp clothing store (gift shop)
- i. In consultation with the Executive Director, conduct evaluations of SCBC programs

***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.

***Performance*** to be evaluated annually. Criminal background checks to be performed bi-annually.

**QUALIFICATIONS**

In addition to these qualifications, it is important that as a leader of Christian ministries the Program Director is open to the work of the Holy Spirit and has the desire and ability to share the Gospel of Jesus Christ with campers, retreat guests, and faith communities:

1. High energy level with an ability to generate excitement in youth
2. College degree or equivalent experience
3. At least 25 years old preferred (ACA standard). 3+ years of relevant experience preferred
4. Significant experience on a camp staff, summer and/or full-time
5. Natural motivational and public speaking skills
6. Exceptional organizational skills with attention to detail
7. Internal motivation to offer and teach unsurpassed hospitality
8. Planning and leadership skills including effective supervision of 30-50 summer staff
9. Effective computer skills, basic website editing, and proficiency in MS Word and Excel
10. Ability to solve problems, remain flexible, and adapt to any situation, often on short notice
11. Commitment to risk management policies and procedures (familiarity with ACA standards preferred)
12. Musical skills (e.g., singing and guitar) is a plus
13. Willingness to serve at whatever needs to be done, sometimes with longer or flexible hours
14. Willingness to live onsite in a beautiful, private park-like 660-acre facility

**TO APPLY**

To apply or for more information, please submit a Letter of Interest and résumé by email to Jesse Klosterboer, Executive Director, at [JPKlosterboer@gmail.com](mailto:JPKlosterboer@gmail.com) or call 608-734-3113. Position is open until filled.



*Thank you for your interest in serving God through outdoor ministries!*