

## Shiloh Bible Conference Program Director Job Description

The Program Directors primary focus is to ensure the camp is true to its mission, vision, policies and core values. In collaboration with the Executive Director, the Program Director provides planning, Biblical guidance, training, and leadership to Shiloh Bible Conference. Interprets and communicates SBC's purpose, mission, vision and programs to outside organizations and the public. The Program Director prepares, distributes, and maintains a variety of reports, newsletters, mailings, schedules and brochures for the year round programs.

In addition to the leadership provided to Shiloh Bible Conference, the Program Director supports and serves with the SBC staff in its day to day operations. This includes, but is not limited to, serving with the kitchen, facilities, office, and program staff as needed. The Program Director is expected to lead by example and fill needs as they arise at camp.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### **Leadership**

- Foster effective teamwork between the full time staff and the seasonal volunteers.
- Spiritual oversight and direction for the seasonal program staff.
- Spiritual oversight for the Timothys, Timothy Coordinator, summer missionaries, and Timothy Program.
- Act as a spokesperson for the organization
- Collaborates with the Executive Director to ensure all mailings and brochures are completed in a timely manner
- Represent the organization at community activities to enhance the organization's community profile
- Attend board, committee and staff meetings as needed.

#### **Program Planning and Management**

- Is the face of the organization when it comes to administering program activities during Shiloh facilitated camps.
- Oversight of program staff and leadership, to ensure they meet camps mission, vision and goals
- Oversee of implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitor the overall delivery of the programs and services of the organization
- Work with the Executive Director to prepare appropriate budgets

#### **Human resources planning and management**

- Determine staffing requirements for program management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices, including the training of volunteer program staff.

- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select volunteer staff that have the right character traits, spiritual and personal abilities to help further the organization's mission
- Ensure that all program staff receive an orientation to the organization and that appropriate training is provided
- Hold staff meetings when needed to gather information and to share the direction of camp and to give opportunity for discussion.

### **Hosting**

- Work with other staff and volunteers in hosting guest groups to provide 24/7 availability (during open months as established between the Board of Directors and Executive Director)
- Work with other staff and volunteers to ensure food service is provided when requested.
- Welcomes and provides tours to groups looking to utilize the facility.

### **QUALIFICATIONS**

*Experience:* Has related camp administrative/leadership experience [5+ years preferred]

*Education:* Bachelor's level or higher

*Focus:* Expected to typically spend 70%- 80% of time on program leadership, discipleship and direct camp related activities, and 20- 30% on administrative, camp support and program preparation.

*Knowledge, Skills & Abilities:*

- Ability to plan, coordinate, evaluate, delegate, train and supervise others; ability to lead by example
- Ability to perform short and long range planning and the ability to carry these plans out
- Able to promote and minister in churches, sharing about camp and the Gospel
- Can communicate well in writing, using different forms of media
- Ability to teach the various areas of camp ministry and train others
- Understands the operations and purpose of the various areas/departments of camp
- Able to delegate and communicate well with others
- Possesses administrative abilities and a willingness and ability to assume responsibility directly or indirectly for the operation of Shiloh programs

*Personal characteristics*

- Passion for camp ministry and people with a sincere desire to see the camp ministry used for God's glory
- Has a sincere love for the Lord and a desire to see campers come to know and grow in Him
- Desires to serve Jesus Christ as part of a team, serving humbly in love as a leader
- Is able to work with campers and staff in a cooperative, supervisory and encouraging manner
- Is eager to learn and shows a consistent walk with God. Is willing to forego some personal rights (i.e., work odd hours and weekends) for the ministry

- Is moral and ethical in all personal and business-related matters.
- By nature is a self-starter and must have discipline in management of time
- Observant and attention to details person
- Should be neat and clean in practice and appearance
- Is in agreement without reservation with Shiloh Bible Conferences policies and statement of faith