

DIRECTOR OF PROGRAM & COMMUNICATIONS



Job Location:

Highland Lakes Camp & Conference Center, Spicewood, Texas

Position Overview:

This position is a full-time, salaried position. The Director will work with the Executive Director to be on mission to Transform lives, Impact generations, and Change the world for Jesus Christ through successful planning, management, and operations required for the summer camping program and year-round retreat program as well as overseeing the communications department.

Qualifications:

- Personal

- Have a calling from God to the mission of working at a Christian camp to further His Kingdom with a desire to live and work in a camp community.
- Active member of a church in regular fellowship for the purpose of encouragement, accountability, and spiritual growth.
- A deep personal relationship with the Lord Jesus Christ with the ability to express your faith.
- Living as a Christian role model and upholding Christian values and conduct.
- Gifted in directing, supervising, and motivating staff, mediating with staff, and ensuring accountability from staff and volunteers. Ability to counsel staff from the Scriptures is also desirable.
- Able to give and receive constructive criticism, while maintaining strong, positive, personal relationships.
- Must be self-motivated, enthusiastic, and resourceful.
- A positive, passionate, enthusiastic leadership style with strong teaching and motivational skills highly desired.
- Satisfactory completion of an appropriate degree from an accredited post-secondary educational institution is desired.
- A valid driver's license is required.
- Background Check is required.
- This position requires sitting, standing, walking, stooping, reaching, and grasping activities. Light lifting, exerting up to 20 pounds of force required.

- Administration skills, including but not limited to:

- adaptability to software applications
- financial management
- organizational management
- scheduling and planning

- Interpersonal skills, including but not limited to:

- supervising, encouraging, and directing staff and volunteers
- leadership development
- working under and alongside the Executive Director.
- regular personal and business interaction with the public, churches, and associations.

Responsibilities

- General

- Ensure the HLCCC camp activities and programs are honoring to our Lord Jesus Christ.
- Under the direction of the Executive Director, be fully responsible and accountable for all planning, management, and operations required to implement the summer camping and year-round rental programs, as well as oversee the communications department.
- Work irregular hours, both indoors and outdoors. Operate with daily exposure to sun and heat and other environmental conditions.
- Prepare presentations and any materials needed for scheduled board meetings.
- Attend conferences and events to promote the camp.

- Administration / Finances

- Operate within the approved budget.
- Attempt to make all operations and programs cost efficient.
- Assist with fundraisers to support camp finances.
- Acquire quotes and report to the Executive Director.
- Responsible for occasional financial transactions including purchases and handling of financial records.
- Must be effective in written and verbal communication.

- Summer Camps

- Responsible for creating, developing, promoting and implementing a summer camp program for children and youth.
- Oversee age-appropriate planning in areas of personal, spiritual, and physical development.
- Establish advisory committees to help plan and implement events.
- Enlist program personalities and negotiate contracts.
- Must be able to encourage and motivate event participants of all ages as well as camp staff and volunteers.

- Retreats, Workshops, Seminars, and Conferences

- Responsible to create, develop, promote and implement opportunities for spiritual growth and life enrichment for all ages.
- Establish advisory committees to help plan and implement events.
- Enlist program personalities and negotiate contracts.
- Oversee appropriate planning for Women's Retreat, Men's Retreat, Hot Hearts, Family Camp, 55+ Day of Celebration, along with any and all additional events approved by the Executive Director.

- Supervisory

- Oversee registration for all event participants.
- Work with the Program team to develop program themes and determine all staging, video, sound and lighting requirements.
- Supervise communications staff responsible for all public relations, including social media, website, printed and digital promotions.
- Supervise advisory committees to ensure all planning remains within the mission of the event, providing resources as needed.

- Daily Operations

The Director may also be requested to assist as needed in the general daily operation, promoting, hosting, and management of the camp and its ministries.

Benefits

- Health plans for employee and spouses are covered; family plans are available.
- Paid holidays, vacation, and sick days.
- Life insurance is paid for employee.
- Retirement plan available.
- Housing is provided along with some meals.