

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

Title of position	Epworth Forest Conference Center Program Manager
Classification	Exempt
Compensation	Salary dependent on experience. Medial and Pension Benefits
Supervisor	EFCC Camp Manager

Responsibilities

a. Overall purpose of position

The Program Manager is responsible for the development, coordination and oversight of all programs at Epworth Forest Conference Center. The Program Manager will work closely with the Camp Manager and Sr. Manager of Program to ensure that quality standards are being met and the site is serving the needs of the program.

b. Position Profile

- 1) **A Leader with Presence:** As That Thing grows from 1,000 to 10,000 high school students, this person is the visionary leader of character and integrity who will guide the ship in collaboration with your supervisor and the Sr. Management Team.
- 2) **A Systems Orchestrator:** You'll need to be an organizational leader who understands that right-brained creativity will never become reality without left-brained systems. This role coordinates the spiritual, the creative, and the business components of ministry. You will not be expected/able to do it all, but you will need to be able to make it all fit together.
- 3) **An Artistic Recruiter:** This position requires the recruitment and collaboration of a number of creatives, teachers, and technological staff. You must be able to maintain a critical balance between Truth, relevance, and excellence. You will need a musical ear, an artistic eye, and an ability to set the process in motion for a skilled team to make it all happen.
- 4) **A Creative Programmer:** At the core of this position is the creation of the spiritual journey, curriculum and worship experience that defines the missional program, That Thing. You will prepare a series of moments, teachings, experiences, and encounters that will guide students towards the end goal of stepping out into the world to be active participants of justice and God's love in the world today.
- 5) **A Leader With Draw:** This role extends beyond building the program to connecting with churches and increasing student/church involvement. This includes maintaining relationships plus being an ambitious recruiter; you'll need to seek out the partnerships and voices that will keep the program ever evolving for the needs of our churches.
- 6) **Authentic Shepherd:** Although it's last on the list, in many respects it's most important. Ultimately, creating opportunities for worship is a calling. Jesus entrusts His followers to you so

that you can lead them to Him. You must not only love God's people, you must also love God's Word.

c. Essential functions

- 1) Recruit and equip volunteer Directors for REYOAD and Royal Family Kids Camp.
- 2) Develop and implement growth strategies.
- 3) Develop and manage programs that serve the local church.
- 4) Provide radical hospitality to all guests.
- 5) Hire, train and manage staff to accomplish our mission.
- 6) Coordinate with the Camp Manager program's site needs.
- 7) Manage program, seasonal staffing, and other budgets as assigned by Camp Manager.
- 8) Maintain a safe campsite for staff and guests.
- 9) Other duties as assigned by the Camp Manager.

d. Supervision of staff/volunteers (if any)

- 1) Manage seasonal staff.
- 2) Coordinate Volunteer Directors.
- 3) Oversee the integration and team work of Facilities, Food Service, and Program during the summer season.

e. Workplace requirements

Epworth Forest CC office is primary location of work with additional travel for recruiting and meetings. Onsite housing is available.

f. Budget accountability

Specific budget accountability for Epworth Forest Program, Seasonal Staffing, and other budgets as assigned by Camp Manager.

g. Qualifications required to carry out this position: knowledge, abilities, and skills

- 1) Knowledgeable and supportive of the mission and ministry of the United Methodist Church and Impact 2818 Outdoor Ministries
- 2) Deep sensitivity and commitment to diversity (culture, race, gender, theology, etc.)
- 3) Bachelor's degree from four year college or university, or one to two years' related experience and/or training.
- 4) Five years leadership experience with a team-building track record
- 5) Missional spiritual mindset as evidenced by your work or volunteer history
- 6) A track record of sustained growth in your sector of work or volunteerism
- 7) Vision for experiential, encounter driven worship
- 8) History of creating spiritual development plans, including curriculum, small group guides, devotions, and worship opportunities
- 9) Character to both work with, lead, and unite varying personalities
- 10) Organized project manager and systems creator

- 11) An ability to be a motivated autonomist who can spend ten months building for two months of action
- 12) Programming generalist with a cultural-creative bent
- 13) An understanding of the creative arts and technology
- 14) Proficiency in Microsoft Office applications and knowledge of internet
- 15) Analytical problem solving skills
- 16) Adaptability

Additional comments that may aid in describing the work of this position

a. Physical Demands

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. These physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Danni Barnum – 02/2012