



# Summer Program Manager

## Overview:

The Summer Program Manager reports directly to the Director of Programs and is responsible for the leadership and coordination of summer residential youth programs; including overseeing the marketing, communication, and promotion of these programs. As a part of the Program Team at Camp Luther, this role is also responsible for building up fellow team members through intentional support and encouragement, along with consistent accountability.

## Primary Responsibilities:

### Summer Program Leadership

- Provide leadership, direction, and coordination of Camp Luther's summer residential youth programs; including Explorer, Pathfinder, and Trailblazer.
- Evaluate, improve, and expand existing summer programs and develop and implement new summer programs.
- Help drive policies and training to maintain high standards in the area of summer residential youth programs.
- Assist with the upkeep, inventory, and purchasing of summer youth camp-related equipment.
- Recruit, train, supervise, coach, evaluate, and support summer staff team members.
- Train, supervise, coach, evaluate, and support the summer Youth Camp Program Coordinator(s).

### Program Communications

- Coordinate all marketing and communication efforts for summer youth programs.
- Develop and implement marketing campaigns for summer youth programs.
- Coordinate promotional visits related to summer youth programs.
- Coordinate the creation of an annual summer camp promotional video.
- Work collaboratively with other year-round staff in the creation and implementation of marketing materials and camp communications.

### Healthcare Operations

- Provide leadership, direction, and coordination of Camp Luther's summer health care operations.
- Help drive policies and training to maintain high care standards and ensure compliance with relevant state regulations and requirements.
- Train, supervise, coach, evaluate, and support the summer Health Care Coordinator.
- Provide leadership, direction, and coordination of Camp Luther's Medic-of-the-Week volunteer program.
- Provide supervision, training, and support for volunteers who are a part of the Camp Luther Medic-of-the-Week volunteer program.

### Communications Team:

- Direct and improve Camp Luther communications under the supervision of the Camp Luther Executive Director in order to cultivate engagement and fulfill our mission. This includes:
  - Developing effective communication strategies and plans.
  - Maintaining consistent email and print communication with the extended Camp Luther family.
  - Regularly updating Camp Luther social media accounts to creatively engage targeted audiences.
  - Updating and maintaining the Camp Luther website.

## Program Team

- Support and assist with cross-position responsibilities that make the overall team more effective.
- Lead and host retreat groups and programs throughout the year.
- Lead and coordinate promotional visits throughout the year.
- Manage assigned budget areas and make budget recommendations.
- Serve as a leader, mentor, coach, and supporter to Camp Luther's summer staff team.
- Regularly collaborate with and support other camp departments in a way that builds community and staff cohesion.
- Cultivate trust and practice effective communication across departments and with all members of the Camp Luther staff team.
- Seek to fully live out the mission of Camp Luther in all the responsibilities of this role.

## Expectations:

- Demonstrate a passion to build up all people in Christ for service and witness in the world, with an authentic, rooted ability to live out the mission, vision, and core values of Camp Luther in your professional responsibilities.
- Through your attitude and actions, reflect that Jesus Christ lives within you and that you view your position here as an opportunity to serve him.
- Be a servant leader with a willingness to "go beyond" the expectations of the job description to support the whole mission of Camp Luther.
- Embrace a team mindset where everyone pitches in to get the job done.
- Seek to cultivate a healthy staff community by directly addressing conflict, being willing to have hard conversations, practicing forgiveness, and extending grace.
- Be a trustworthy steward of camp facilities, supplies, equipment, and finances. Work with integrity.
- Strive to continue growing professionally, including participating in professional training opportunities as required and/or approved by your supervisor.

## Qualifications:

- Be a member in good standing with an LCMS congregation.
- As a representative of Camp Luther, demonstrate a lifestyle and teach Christian doctrine in accordance with the beliefs of the Lutheran Church-Missouri Synod.
- Demonstrate the following skills and abilities:
  - Strong group leadership and facilitation skills
  - Ability to lead engaging indoor/outdoor games, activities, and programs
  - Ability to lead engaging devotional and faith formation activities
  - Ability to lead camp songs and play guitar (or be willing to learn)
  - Strong organizational skills and attention to detail
  - Excellent speaking and presentation skills
- Possess a valid driver's license with a good driving record.
- Pass a background check as required during your time of employment.