



## Program Director

A member of the Senior Staff Leadership Team. The purpose of the Program Director is to further the mission of the camp through the planning and delivery of programming; design and deliver theme and curriculum; activities that are safe, fun, and appropriate to the campers' age and abilities; and working with all camp departments assist in the management of the overall camp operation at the direction of the Camp Director.

**Classification:** Full-Time salaried position including benefits package with housing provided

**Reports to:** Camp Director

**Supervises:** Assistant Program Director, Recreation Manager, Summer Camp Coordinators, and Summer Staff.

**Position Purpose:** To give direction and oversight to Golden Bell's activities, recreation elements, and programs by fulfilling the vision and mission of the Golden Bell camp.

**Summary:** Oversee all program and social service areas of camp including Golden Bell's in-house camps, activities and adventures, and rental group activity schedules.

### QUALIFICATIONS

- AA or BA preferred; High school diploma required
- Previous camp experience required, preferably in the area of designing and implementing children and youth programs
- Evidence of strong leadership ability and teamwork
- Familiarity with theology, polity, and practices of the Church of the Nazarene

### PERSONAL QUALITIES

- A detail-oriented person with strong organization and communication skills with an ability to communicate a strong personal faith, an active church member, an understanding and belief in camping and retreats as a ministry of the church.
- A person with strong interpersonal relationship skills, comfortable with feedback and challenge, as well as an ability to interact with diverse groups of people and effectively meet their needs.
- Skilled in problem solving and conflict resolution.
- A person who is flexible and focused, capable of making necessary adjustments under pressure through multitasking and prioritizing importance of tasks.
- A person able to work long hours, meeting the responsibilities of directing camp ministry programs and activities.
- Long-range planner
- Creative
- Physical ability to lift and carry 50 pounds
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior
- Physical mobility and endurance to perform tasks while standing/walking/kneeling for long periods of time (60 minutes or more).
- Ability to safely and properly use equipment

### Mission Statement

A mountaintop experience for all ages encouraging adventure, relationships, and a personal encounter with Christ.

### What is a "Mountaintop Experience?"

At Golden Bell, we believe a "Mountaintop Experience" is escaping the busyness and distractions of this world to draw closer to friends, family, and God. By providing camps and accommodations, we help encourage kids, teens, and adults to set aside the craziness of life and explore the beauty of the great outdoors. By challenging them in their faith, we help provide the greatest mountaintop experience - the experience of feeling God's Presence in a way like never before. We hope you will come and join us to see just what it means to have a "Mountaintop Experience."

## ESSENTIAL JOB FUNCTIONS

- Responsible for programming ministry including recruitment, training, evaluation and supervision of Summer Staff, program content and schedule, problem-solving and communication
- Plan, design and develop in-house camp programs (Summer camps, Family camps, off-season camps)
- Oversee Adventure programming and work with ACCT builder/trainer/inspector to maintain and improve courses as needed
- Compliance with CDHS (Social Services) policies and facilitate annual inspections
- Compliance with Local County Health Inspection policies and facilitate annual inspections
- Compliance with National Forest Service permits
- Coordinate rental group activity schedules and required staffing schedules
- Manage budget expenditures in the Programming Department

## ADDITIONAL RESPONSIBILITIES

- Facilitate Team meetings and training sessions
- Maintain clear and encouraging written and verbal communication with all camp staff
- Assist with organizational marketing
- Exhibit a Christ-like attitude regarding tasks, guests and co-workers.
- Assist in all areas of camp as needed (facilities, housekeeping, kitchen, etc.)
- Participate in weekend Hosting rotation
- Other duties as assigned

## APPLICATION PROCESS

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Application form
- Resume
- Responses to Golden Bell's Statement of Faith form
- Two reference letters from professional associates
- A letter of reference from current pastor

## **Personally drop off, mail, fax or email a complete application packet to:**

Golden Bell Camp & Conference Center  
380 County Road 512  
Divide, CO 80814  
Phone: 719-687-9561  
Fax: 719-687-5400  
Email: [info@goldenbellcamp.org](mailto:info@goldenbellcamp.org)

## INITIAL ASSESSMENT STAGE

Every new hire will be given an initial assessment period that will last their first 90 days of employment. During this time the employee and employer have the opportunity to assess if the position is a good fit for them. When the employee has completed their first 30 days of employment a meeting will be scheduled to discuss and evaluate their progress.

## RELIGIOUS DISCRIMINATION NOTICE

It is the policy of Golden Bell Camp & Conference Center to recruit and only hire applicants who have made a personal commitment to Jesus Christ and accepted Him as their Lord and Savior, as indicated on and consistent with our Statement of Faith and General Application form. Because of our religious formation and purpose, Golden Bell camp & Conference Center has an organizational exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964, as amended, concerning religious discrimination in employment. We further reserve the right to discriminate or designate certain positions when a bona fide occupational qualification exists.