



## **Job Description - Program Director**

### **Full Time, Exempt**

#### **Purpose:**

The program director supervises and coordinates all aspects of Pyoca programming and assists in hosting and hospitality for guest groups. The program director is also responsible for marketing and promoting events and managing the Assistant Program Director.

#### **Accountability:**

The Program Director is accountable to the Executive Director.

#### **Responsibilities**

1. Programming
  - a. Schedule, plan, promote, and supervise Pyoca-hosted camping, retreat, and youth conference programs. (This may include staying on-site during these programs.)
  - b. Recruit, interview, hire, train, and supervise the paid and volunteer staff.
  - c. Research, recommend, and adapt program curriculum.
  - d. Assist in managing and facilitating program activities offered at Pyoca (e.g., the High Ropes Course, the Climbing Tower, the Initiative Course, the Waterfront, etc.).
  - e. Work with stakeholders to develop and adapt programs to meet the needs of all Pyoca serves, including our Presbyterian partners in ministry.
2. Maintain ACA Accreditation standards related to program and retreat guest groups.
3. Hosting
  - a. Provide on-site hosting services twice a month, acting as the main contact person between Pyoca and the guest groups during their stay.
  - b. Assist the Executive Director in marketing and scheduling new groups.
  - c. Coordinating evaluation and follow-up procedures for the events, including securing buildings, invoices, and event evaluations.
4. Marketing/Promotions
  - a. Market Pyoca programs to children, families, churches, and local communities.
  - b. Be responsible for all social media marketing and Pyoca's monthly newsletter.
5. Fund Management and Development

- a. Develop and manage the Pyoca budget for programs in consultation with the Executive Director.
  - b. Oversee the distribution of Pyoca scholarship funds according to Pyoca policies and procedures.
  - c. Assist the Executive Director in the implementation of Pyoca's Fund Development Plan.
6. Other Duties as assigned.

## **Knowledge and Abilities**

### Required

- Possess a firm understanding, belief, and faith in Jesus Christ as understood through a reformed protestant theology.
- At least two years of camp and retreat program management experience.
- Understand and relate well with children, youth, and adults.
- Willingness to facilitate high ropes, climbing tower, and initiative courses upon completion of site-specific training.
- Willing and able to work 50-60 hour weeks during the summer program season and available to work weekends as dictated by retreat and program needs throughout the year.
- Public speaking and excellent communication skills.
- Physically able to travel the trails and roads that connect the various program elements and facilities at Pyoca.
- Be at least 23 years old.

### Preferred:

- A working knowledge and understanding of the Presbyterian Church (U.S.A.).
- Bachelor's Degree in a related field (e.g., Recreation, Christian Education, Youth Ministry, etc.)
- Knowledge of and experience with American Camping Association accreditation standards.

## **Evaluation**

In the first year of service, the Executive Director will conduct a review at three, six, and twelve months' employment. In the following years, a salary review and evaluation will be conducted every twelve months.

## **Benefits**

Salary \$45,000- \$55,000 based on experience

Room and Board during the camp season and while hosting guest groups

Medical, Death, and Disability Coverage through the PCUSA Board of Pensions

PCUSA Board of Pensions Pension plan after three years service

Two weeks paid vacation per year plus one day per year of service up to 25 days