

PYOCA CAMP & RETREAT CENTER
POSITION DESCRIPTION

Program Director

Purpose:

To supervise and coordinate all aspects of Pyoca hosted programs, retreats, and youth conferences and to assist in hosting and coordination of user groups.

Accountability:

The Program Director is accountable to the Executive Director of Pyoca Camp & Retreat Center.

Responsibilities

1. Programming:
 - a. Schedule, plan, promote, and supervise Pyoca Hosted camping, retreat and youth conference programs. (To include staying onsite 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 management and facilitation of program activities offered at Pyoca (i.e. High Ropes Course, Climbing Tower, Initiative Course, Waterfront, etc.)
 - e. Work with stakeholders to develop and adapt programs to meet the needs of Whitewater and Ohio Valley Presbyteries.
2. Hosting:
 - a. Provide hosting services twice a month for groups using the Pyoca facilities, acting as the main contact person between Pyoca and the guest groups during their stay.
 - b. Assist Executive Director in Marketing, scheduling new groups.
 - c. Assist Executive Director in Coordinating evaluation and follow-up procedures for the events including securing buildings, invoices and event evaluations.
3. Marketing/Promotions
 - a. Market Pyoca programs to children, families, churches and communities within Whitewater Valley and Ohio Valley Presbyteries.
 - b. Make presentations as available to churches and Presbytery related functions promoting the programs and mission of Pyoca.
4. Administration
 - a. Develop and manage 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. Maintain ACA Accreditation standards that relate to program and retreat guest groups.
 - d. Oversee camper registration software and billing.
 - e. Assist Pyoca staff in providing routine maintenance functions as appropriate to program development (i.e. routine maintenance and inspection of program areas, assist in housekeeping for building turnaround, etc.)

Knowledge and Abilities

Required:

- Possess a firm understanding, belief, and faith in Jesus Christ as understood through a reformed protestant theology.
- 3-5 years camp and retreat hosting experience, leadership experience preferred.
- People skills: This person must understand and relate well with Children, Youth and Adults.
- Able to facilitate high ropes, climbing tower and initiative courses.
- Willing and able to work 50-60 hours weeks during the summer program season and available to work weekends as dictated by retreat and program groups 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 the American Camping Association accreditation standards.

Evaluation

The Executive Director will conduct a review at three and six month's employment, and conduct an annual salary review and evaluation thereafter.

Terms

This person will be hired for an indefinite term, subject to termination on accordance with the Personnel Policies of Pyoca Camp and Retreat Center. This is a full-time, exempt position.

Benefits

Salary \$32,500 - \$37,000 (Determined by Experience)

Room and Board during Pyoca programs and while hosting guest groups

Medical and Death Disability through PCUSA Board of Pensions Program

Pension plan through Board of Pensions after 5 years' service

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