



POSITION: INTERIM PROGRAM DIRECTOR

STATUS: PAID, TEMPORARY, EXEMPT

PURPOSE: To lead the administration and execution of Pyoca's summer camp programs and summer retreats, ensuring high-quality experiences for all participants.

PRESBYTERIAN CONNECTIONS: Pyoca Camp and Retreat has a long term relationship with and enjoys the support of both the Presbytery of Ohio Valley and Presbytery of Whitewater Valley. The camp is located within the boundaries of the Presbytery of Ohio Valley. Pyoca is a separate 501(c)(3) but maintains a close connection to both Presbyteries and the Presbyterian Church PCUSA in general.

ACCOUNTABILITY: The Interim Program Director is under the direct supervision of the Executive Director of Pyoca Camp and Retreat Center.

QUALIFICATIONS:

REQUIRED:

- i. Possess a firm understanding, belief, and faith in Jesus Christ, with a willingness to work within a Protestant Reformed institution, historically connected to the Presbyterian Church (USA).
- ii. 2 years' experience in camp and retreat program operations.
- iii. Willing and able to work 50-60 hours a week during the summer program season, and available to work weekends as dictated by the retreat and program schedule.
- iv. Must be able to understand and relate well to children, youth, and adults.
- v. Public speaking and excellent communication skills.
- vi. Willingness to become certified, if not already (*see below*), to supervise and facilitate waterfront activities and training, as well as challenge course facilitation.
- vii. Experience with Microsoft Office and general web-based applications.

PREFERRED:

- i. Bachelor's degree (completed or in progress) (*preference for those specializing in outdoor recreation, hospitality and tourism, education, and environmental sciences*).
- ii. Ability to facilitate high ropes, climbing tower, and initiative courses (*training available*).
- iii. Lifeguard certification through the American Red Cross (*training available*).

Physical Requirements: All types of physical activity are required, including walking, standing, lifting up to 40 pounds, pushing, pulling, and bending.

RESPONSIBILITIES:

1. Programming:
 - i. Coordinate the scheduling, planning, promoting, and supervising of Pyoca-hosted programs, camps, and retreats (*to include staying on-site during these programs*).
 - ii. Assist in recruiting, interviewing, hiring, training, and supervising the paid and volunteer summer staff.
 - iii. Management of day-to-day operations and program activities offered at Pyoca (*i.e., high ropes course, climbing tower, initiative course, waterfront, etc.*).
2. Marketing/Promotions:
 - i. Assist in the distribution of marketing materials, including social media.
3. Administration:
 - i. Assist in the management of the Pyoca program budget, in consultation with the Executive Director.
 - ii. Develop an understanding of and use camper registration software for administrative and billing tasks.
 - iii. Assist Pyoca staff in providing routine maintenance and food service preparation, as appropriate to program development (*i.e. routine maintenance and inspection of program areas, assist in housekeeping for building turnaround, etc.*).

TERMS: This person shall be hired for the summer season or until a full-time program director is hired. If a full-time program director is hired during the summer season, potential reassignment will be offered in a different position to complete the summer season. Subject to termination in accordance with the personnel policies of Pyoca Camp and Retreat Center, Inc.

BENEFITS:

- Salary \$1,200 per week.
- Room and board during Pyoca programs and while hosting guest groups.
- Workers Compensation Coverage
- One day of accumulated vacation per month and holidays per Pyoca Personnel Policies.
- Laptop computer to support on-site and/or remote work.
 - *Remote working schedule to be coordinated in consultation with Executive Director.*
- Budget for continuing education and certification, as well as time to complete such activities.