

# Agape Ministry

## Assistant Executive Director/Program Director

### Position Description

The Agape Ministry Assistant Executive Director/Program Director is a full-time year-round position responsible to the Executive Director and the Human Resources Committee. This position requires experience in outdoor ministry in programming (OR EQUIVALENT) and the ability and desire to grow into the position of Executive Director. The individual will have primary responsibility for developing and overseeing the summer camp program and programmed retreats to be offered by Camp Agape. Agape is a growing/developing ministry, especially reaching out to marginalized individuals and communities. As such, the individual must be open to accepting as brothers and sisters loved by God ALL PEOPLE regardless of their age, gender, sexual orientation, sexual identity, ethnic heritage, race, ability/disability, or socio/economic position. The individual will work closely with the Executive Director to learn about the vision and direction of the ministry, become acquainted with the constituency and the community, and participate in meetings and gatherings as requested by the Executive Director. More specific responsibilities are provided below.

#### **General Qualifications**

1. Be a practicing Christian, and at least familiar with Lutheran theology and doctrine.
2. Be at least 25 years old.
3. Have at least 5 years of outdoor ministry experience or its equivalent in working with children and youth.
4. Have current child abuse and criminal clearances, including FBI fingerprinting as required by Pennsylvania law for individuals working with children.
5. Have current CPR and First Aid certifications or attain them once employed.
6. Have good written and oral communication skills and be well-organized.
7. Experience in leading others.
8. Be a self-starter.
9. Be able to follow tasks through to completion.
10. Be able to sustain a flexible work schedule, especially during the summer and when programmed retreats are happening at the camp.
11. Have a valid driver's license.
12. Be willing to take such training to be certified in specific skills, such as lifeguarding or food management certification.
13. Have good record keeping skills.
14. Have a working knowledge of ACA standards.
15. Experience in health care desired, but not required.
16. Have the physical capacity to traverse the camp property to maintain supervision of daily camp activities and camp staff.
17. Working knowledge of finances or willingness to learn such skills.

## **Essential Duties**

### **Program Director**

1. In collaboration with the Executive Director and the Program Committee, develop and implement a summer camp program for people of all ages, including specific programs for on-site Day Camp, Resident Youth Camp and Family group camp. This includes specialty or theme weeks, summer Bible Study curricula, age-dependent activities, etc.
2. Interview, select, and hire a summer staff in collaboration with the Executive Director, and be the Primary Supervisor of the entire summer staff.
3. Work closely with a Summer Program Assistant and Day Camp Coordinator to implement the summer program as designed,
4. Lead in both planning and conducting staff training.
5. Provide summer staff with both a mid-summer and end of summer evaluation.
6. Welcome campers and their families at registration and upon departure.
7. Ensure that Food Service is notified of special dietary needs prior to first meal.
8. Refer maintenance concerns to Property Manager or Executive Director.
9. In coordination with the Program Assistant, practice emergency procedures, including a fire drill and emergency storm drill each week.
10. Consult with Camp Chaplain on worship activities.
11. Model appropriate behavior for the staff and campers, including:
  - a. Maintain compliance with Camp Agape and ACA standards and policies
  - b. Maintain appropriate personal boundaries
  - c. Care for the needs of staff and campers
  - d. Health, safety and cleanliness
  - e. Concern for the environment
12. Consult with Executive Director on a regular basis.
13. Must be available 24 hours a day while camp is in session.
14. Work with the Retreat Committee and Coordinator of Guest Services to develop and implement a Retreat Program sponsored by Agape Ministry for a variety of age and demographic groups, expanding the program as needed and as capacity allows.
15. Be the primary Retreat Host for programmed retreats and be involved in some leadership roles as necessary. Will also work with the Coordinator of Guest Services and assist in hosting some events if needed.
16. Other duties as assigned by the Executive Director.

### **Assistant Executive Director**

The duties as the Assistant Executive Director will evolve over time and depend, in part, on the extent of the demands of the Program at various times of the year. It is intended that the individual in this position will assume increasing responsibility for overseeing the organization.

1. Consult with the Executive Director on a regular basis and seek out training necessary to grow into the role of Executive Director.

2. Will be involved and expected to participate in Board meetings, and occasionally Executive Committee meetings with voice but not vote, attend community and synodical events as requested to promote the programs of Agape Ministry.
3. Work closely with the Coordinator of Guest Services and Community Outreach in growing the retreat ministry outreach, both for hosted retreats, but especially in programmed retreats.
4. Represent Agape Ministry at various community events, relate to synodical conferences, and promote the opportunities Agape has for other judicatories.

#### Compensation

Compensation details will be negotiated during the selection process, but will include a salary as a fulltime employee, ELCA pension and health benefits including dental insurance, 2 weeks paid vacation, 1 to 2 weeks continuing education including attendance at the annual LOM Conference and other opportunities for growth into the role as Executive Director, reimbursement for expenses incurred such as mileage (at current IRS rates), business travel, attendance at official meetings, etc.

To apply, send a cover letter of interest and resumé to:

Rev. Wayne Harrison, Executive Director

Agape Ministry

PO Box 115

Hickory, PA 15340

Or email to: [executivedirector@campagape.org](mailto:executivedirector@campagape.org)