



Position Description:	Program and Engagement Manager/Director
Position Classification:	Salaried, Permanent
Position Status:	Exempt
Supervisor:	Executive Director

**Position Summary:** Plan and implement year-round faith formation programs for all ages, in a period of discovery and renewal for LOMC. Lead programming for spiritual retreats and educational events with congregations, church youth groups, and other potential guests and partners. Promote general usage of the camp. Oversee all communications and outreach functions.

**Primary Skills and Abilities:**

- Leadership in ministry and youth programming, faith formation, spiritual retreats, and other education and formation activities
- Experience that reflects the ability to lead, direct and supervise all aspects of LOMC's faith formation programs
- Ability to understand, monitor and manage program budget
- Relate and communicate well with all ages
- Skillful in use of computer graphic design, website building and monitoring, public relations and marketing
- Problem-solving and decision-making skills
- Willingness to work with all God's people
- Ability to explore, build and implement new ideas and programs
- Appreciation for LOMC's natural resources
- Ability to organize people effectively

**Primary Duties and Responsibilities:**

**I. Year-Round Retreats and Programs**

1. Plan and implement events with ministry leaders, congregations, and other organizational leaders and partners
2. Recruit staff/volunteers as needed
3. Facilitate weekend groups and arrange for their needs with staff
4. Promote camp through presentations to congregations

5. Provide input/data to the executive director on future program planning, budgeting, and purchasing
6. Assist the program committee and finance committee with data
7. Participate in staff meetings
8. Assure program compliance with American Camp Assoc. standards
9. Prepare monthly reports, monitor program budget
10. Visit congregations to present mission and ministry of LOMC

## **II. Summer Camp**

1. Help develop and refine Outdoor Ministry curriculum
2. Recruit and employ summer and year round staff
3. Train summer counselors and support staff
4. Plan and schedule all Outdoor Ministry programs
5. Complete staff evaluations at the beginning and end of camp
6. Provide data for staff payroll. Maintain accountability system for expenditures, inventories, and billing related to summer camp
7. Supervise camp counselors and support staff.
8. Resolve individual and group issues, in coordination with staff

## **III. Communications, Outreach, and Engagement**

1. Develop and oversee a comprehensive communications program including website, social media, mail, PR, and other mediums
2. Develop initiatives to strengthen the LOMC constituent experience, engaging congregations, staff, community, current and former program participants, camper parents and LOMC alumnae.
3. Represent LOMC in the community including PR, partnerships, etc.
4. Speak, preach, present, and perform other outreach roles in strategically affiliated settings.

## **IV. Innovation**

1. Contribute to innovative program design.
2. Support the shaping of a robust, innovative strategic plan.
3. Help experiment/test, measure, and review program innovation.
4. Believe in and support LOMC's vision to become one of the most innovate ELCA outdoor ministry centers.
5. Consideration for shaping, refining, and focusing the role is possible based on the gifts and experience of the candidate.

To apply, please submit **resume and letter of interest** to Clyde Walter, Executive Director, at [clyde@lomc.org](mailto:clyde@lomc.org). Inquiries can be made to Clyde through email or by phone at 847-373-6694.