



Retreats Program Manager

Overview:

The Retreats Program Manager reports directly to the Director of Programs and is responsible for the leadership and coordination of retreat groups and programs; including overseeing the marketing, communication, and promotion of these programs. As a part of the Program Team at Camp Luther, this role is also responsible for building up fellow team members through intentional support and encouragement, along with consistent accountability.

Salary/Benefits:

This is a salaried position with a starting salary range between \$36,000 and \$46,000 based on experience. Onsite housing may be available but is not required. An excellent benefit package is provided with this position, including health insurance, short-term disability, retirement, and paid vacation.

Primary Responsibilities:

Retreat and Guest Group Leadership

- Provide leadership, direction, and coordination for retreat programs and guest groups.
- Evaluate, improve, and expand existing retreat programs and develop and implement new retreat programs.
- Develop and implement new guest group opportunities.
- Help drive policies and training to maintain high standards in the area of retreat programs and groups.
- Recruit, train, supervise, coach, evaluate, and support seasonal program staff.

Summer Programming

- Provide leadership, direction, and coordination for summer confirmation camps.
- Fully engage with summer staff training and summer ministry programs in order to effectively provide coverage and support for other full-time program staff during this time.
- Assist with program leadership, staff supervision and support, and other summer-specific responsibilities as assigned.

Retreat Communications

- Coordinate all marketing and communication efforts for retreat programs and guest groups.
- Develop and implement marketing campaigns for retreat programs and guest groups.
- Coordinate promotional visits related to retreat programs and groups.
- Work collaboratively with other year-round staff in the creation and implementation of marketing materials and camp communications.

Communications Team:

- Work within the Camp Luther communications team to help drive communications under the supervision of the Camp Luther Executive Director in order to cultivate engagement and fulfill our mission. This includes:
 - o Developing effective communication strategies and plans.
 - o Maintaining consistent email and print communication with the extended Camp Luther family.
 - o Regularly updating Camp Luther social media accounts to creatively engage targeted audiences.
 - o Updating and maintaining the Camp Luther website.
- Train, supervise, coach, evaluate, and support the summer Media Coordinator

Program Team

- Support and assist with cross-position responsibilities that make the overall team more effective.
- Lead and host retreat groups and programs throughout the year.
- Lead and coordinate promotional visits throughout the year.
- Manage assigned budget areas and make budget recommendations.
- Serve as a leader, mentor, coach, and supporter to Camp Luther's summer staff team.
- Regularly collaborate with and support other camp departments in a way that builds community and staff cohesion.
- Cultivate trust and practice effective communication across departments and with all members of the Camp Luther staff team.
- Seek to fully live out the mission of Camp Luther in all the responsibilities of this role.

Expectations:

- Demonstrate a passion to build up all people in Christ for service and witness in the world, with an authentic, rooted ability to live out the mission, vision, and core values of Camp Luther in your professional responsibilities.
- Through your attitude and actions, reflect that Jesus Christ lives within you and that you view your position here as an opportunity to serve him.
- Be a servant leader with a willingness to "go beyond" the expectations of the job description to support the whole mission of Camp Luther.
- Embrace a team mindset where everyone pitches in to get the job done.
- Seek to cultivate a healthy staff community by directly addressing conflict, being willing to have hard conversations, practicing forgiveness, and extending grace.
- Be a trustworthy steward of camp facilities, supplies, equipment, and finances. Work with integrity.
- Strive to continue growing professionally, including participating in professional training opportunities as required and/or approved by your supervisor.

Qualifications:

- Be a member in good standing with an LCMS congregation.
- As a representative of Camp Luther, demonstrate a lifestyle and teach Christian doctrine in accordance with the beliefs of the Lutheran Church-Missouri Synod.
- Demonstrate the following skills and abilities:
 - Strong group leadership and facilitation skills
 - Ability to lead engaging indoor/outdoor games, activities, and programs
 - Ability to lead engaging devotional and faith formation activities
 - Ability to lead camp songs and play guitar (or be willing to learn)
 - Strong organizational skills and attention to detail
 - Excellent speaking and presentation skills
- Possess a valid driver's license with a good driving record.
- Pass a background check as required during your time of employment.