

Position: Program Director

Every staff member will support and further the mission and values of Cathedral Ridge in words and actions:

OUR MISSION

The mission of Cathedral Ridge is to provide both a sanctuary and a stimulating environment in which lives are transformed in relationship with God and one another.

OUR CORE VALUES

- To provide innovative, transformative, creative Christian formation for all
- To embody excellence in hospitality
- To bring people together and give life to all
- To offer sanctuary
- To be holistic stewards of all creation

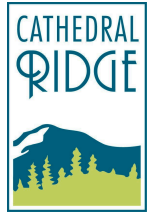
Role: The primary role of the Program Director (PD) is to provide leadership, direction, and management of camp's programs and retreats. The PD will work with the management team in the overall management and leadership of Cathedral Ridge. The PD will ensure that Camp's programs reflect Camp's ministry to provide both a sanctuary and a stimulating environment where people can connect meaningfully and find their lives transformed through relationship with God and one another.

Characteristics: Desired characteristics include being creative, flexible, servant-hearted and a team-player. They must have a desire to work with and lead college-aged staff, as well as being able to interact with guests of all ages. They need to be able to lead small and large groups of people. Must be willing to learn and take on additional responsibilities when required.

Skills: Bachelor's level degree. Leadership experience in summer camping programs. Excellent computer, verbal and written communication skills, as well as skill in social media. Leadership skills, with management experience preferred. Public speaking experience. Bible study leadership experience. An understanding and appreciation of the Episcopal Church. Song leading skills desired (guitar, piano, singing) as well as skills in leading games and activities. Pass background checks. Additional certifications may be necessary.

Reports to: The PD is a member of the management team and reports to the Executive Director.

CATHEDRAL RIDGE
1364 County Road 75
Woodland Park, Colorado 80863
719.687.9038
office@cathedralridge.org
website: cathedralridge.org



Compensation Package: Salary (\$45,000), housing, retirement benefits, vacation, paid holidays, health, dental, life and disability insurance. Meals are provided for staff members and immediate family members during the summer when guests are provided with meals.

Major Responsibilities:

- Program direction and leadership for all camp programs
- Evaluate and improve existing programs.
- Develop new programs.
- Recruit, train, coordinate, evaluate, and support staff and volunteers.
- Promote staff unity, trust, harmony and spiritual growth.
- Train, coordinate, evaluate, and support all fall program staff
- Recruit, coordinate, evaluate and support 9-month interns
- Coordinate camper registration with the Director of Operations
- Create brochures, flyers, and newsletters
- Maintain social media accounts and internet presence
- Create marketing displays
- Promote the camp programs at churches, conventions, etc., when possible
- Coordinate a network of parish contacts for promotion and fundraising
- Propose annual expense budgets in assigned areas
- Assist in summer staff orientation.
- Assist in fundraising efforts.
- Manage assigned budget responsibilities.
- Work with the management staff to develop and implement marketing strategies to fill retreats.
- Assist in recruiting, hiring, and coordinating teen retreat staff.
- Manage Store merchandise – purchasing, sales, and inventory.
- Prepare all necessary program-related documentation that meets the requirements for inspections and licensing by Colorado Early Childhood and the Teller County Health Dept.
- Visit churches and other organizations in order to promote Cathedral Ridge
- Support office procedures and operations.
- Attend professional training seminars/conferences as needed or required.
- Approximately 30 – 40 hours per week in the off-season. During the Camp season it is a 5 – 6 day week with 60+ hours required, with days off during the week.
- Involved in creating and implementing camp's strategic plan with staff and board.
- Other duties might be added or changed depending on the person's skills and desires.

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TO APPLY: Send cover letter, references, and resume to the Executive Director, The Rev. John Hill
at john@cathedralridge.org.