



Huston Camp & Conference Center

Program Director

Job Description

Huston Camp and Conference Center seeks a Program Director with an understanding of the foundations of Christian faith, an Episcopal lens is helpful or a willingness to learn Episcopal traditions. We seek someone who not only values the existing programs established by Huston Camp and Conference Center, but who is also energized to envision and build programs that engage both church members and our camp community alike.

Purpose: Support the mission of Huston Camp & Conference Center (provide a welcoming and inclusive space for people of all ages to engage in transformative experiences with others, themselves, nature, and the Divine through community rooted in the Episcopal identity) by designing and delivering age and ability appropriate, safe, and fun programs to summer campers and conference guests and assisting the Executive Director in management of overall camp operations.

Responsibilities:

Actively recruit and retain campers and seasonal summer camp staff

- Actively recruit campers from Western Washington to attend Camp Huston events year round.
- Work closely with The Diocese of Olympia to support the young people of the surrounding diocese in formation, fellowship and resource sharing.
- Coordinate with Camp Huston, The Diocese of Olympia's Office of Youth Ministry to create and implement a marketing plan to grow camper attendance and community awareness.
- Organize community-based initiatives to recruit prospective camp families.
- Maintain and expand a Leadership Development program that includes year-round connection and training.
- Hire, train, coach, develop, supervise and evaluate seasonal summer camp and conference season staff.
- Recruit chaplains and nurses for the summer camp program and Huston sponsored events during conference season.
- Strengthen and maintain relationships with current seasonal staff.
- Engage seasonal staff with future program development.
- Design marketing tools for recruitment including but not limited to brochures, flyers, social media campaigns and camp swag.
- Attend recruiting fairs and ministry site visits.
- Manage our social media platforms and create quality content to recruit, advertise and engage.

Design, develop, manage, deliver and evaluate camp programs that meet the developmental needs of campers and fulfills the mission of the Huston Camp & Conference Center.

- Oversee the design and implementation of spiritual formation curriculum.
- Maintain and oversee crisis, risk management and healthcare procedures.

- Assist Executive Director in developing and monitoring the budget for camp programs.
- Inventory, purchase and maintain camp supplies.
- Manage maintenance request process to ensure stewardship of current resources and identification of future needs during the summer camp season.
- Oversee the daily operation of summer camp including program, camper and staff supervision, and health care. Work in cooperation with food service and summer registrar.
- Assure compliance with American Camp Association (ACA) and oversee the yearly and the 5-year accreditation process.
- Develop, design and implement new environmental education program for youth
- Supervise and continue to develop the seasonal Internship Program
- Elicit and analyze feedback from youth, families, staff, churches and chaplains regarding the quality, safety, diversity, equity, and enjoyment of the program and its staff. Improve the program as needed.

In partnership with the Executive Director and the Huston Advisory Board serve as a liaison between the Huston Camp and Conference Center and the Episcopal Diocese of Olympia, and other regional and community partners

- Attend church services in and around the Diocese. Conduct presentations and update parish congregations and leadership with information about current happenings, progress and initiatives at Camp Huston.
- Participate in diocesan and provincial sponsored events at Huston and elsewhere.
- Continue and expand efforts to build networks of relationships with the town of Gold Bar and the surrounding Sky Valley communities.

In partnership with the Executive Director and community partners, design, develop, manage, deliver and evaluate adult programming that compliments the educational needs of the Episcopal Church in the region and fulfills the mission of the Huston Camp & Conference Center.

- Evaluate current year-round adult and intergenerational programming.
- Develop, design and implement new adult and intergenerational programming.
- Assist the Executive Director in developing and monitoring a budget for adult and intergenerational programming at Huston.

Other Job Duties:

- Maintain clear and positive verbal and written communication with other staff.
- Participate enthusiastically; be a team player and supportive member of the Huston community.
- Participate in the guest services hosting schedule throughout the year.
- Other duties as needed

Relationships:

The Program Director works closely with the Office Manager, Director of Operations and the Food Service Director regarding the operational needs of the camp program. The Program Director also works with the Diocese of Olympia's Department of Youth and Young Adult Ministries. The Huston Camp & Conference Center maintains a supportive team atmosphere and the Program Director is expected to be a positive and contributing member of the group.

Accountability: The Program Director is accountable to the Executive Director.