



Program Director

Purpose of the Position

The Program Director provides leadership for the planning, development, delivery, and evaluation of the programs and ministries of Kuriakos. Reporting to the Executive Director, the Program Director is responsible for ensuring that summer camps, retreats, outdoor education, leadership development, faith formation, and other ministry opportunities faithfully reflect the vision, mission, and values of Kuriakos while providing exceptional experiences for campers, guests, volunteers, and staff.

The Program Director serves as the organizational leader responsible for the quality, effectiveness, and spiritual integrity of the programs and ministries of Kuriakos.

As a member of the senior leadership team, the Program Director works collaboratively with the Executive Director, Administrative Director, and Property Director to ensure that all programs are safe, engaging, Christ-centred, and aligned with the strategic priorities of Kuriakos.

While the Executive Director retains overall organizational accountability, the Program Director provides operational leadership within the program portfolio and is responsible for implementing program strategies, developing leaders, fostering Christian community, and maintaining excellence across all areas of ministry programming.

Areas of Responsibility

1. Program Leadership

Provide leadership for the planning, development, implementation, and evaluation of all Kuriakos programs and ministries.

Responsible for:

- Leading the development of year-round ministry programming, including summer camps, programmed retreats, Kuriakos Outdoor School, and special events.
- Ensuring all Kuriakos-sponsored programs faithfully reflect the vision, mission, and values of Kuriakos.
- Evaluating program effectiveness through participant feedback, staff evaluations, and ongoing assessment.
- Preparing written reports and recommendations to support continual program improvement.
- Developing new programs in response to emerging ministry opportunities and community needs.

- Supporting organizational planning through innovation and continuous improvement in programming.

2. Ministry and Faith Formation

Provide leadership for the Christian ministry of Kuriakos by ensuring that faith formation is intentionally integrated throughout programs and community life.

Responsible for:

- Providing leadership for worship, Bible study, devotional life, and Christian community.
- Designing or coordinating worship experiences for camps, retreats, and special events.
- Ensuring every program intentionally supports Christian faith formation and discipleship.
- Supporting the spiritual development of campers, guests, volunteers, and staff.
- Developing curriculum and program resources consistent with the theological commitments of Kuriakos.
- Encouraging an environment of belonging, growth, togetherness, and Christian hospitality.
- Supporting the Executive Director in nurturing the spiritual life of the Kuriakos community.

3. Program Operations and Guest Experience

Provide leadership for the operational delivery of camp, retreat, outdoor education, and special event programming.

Responsible for:

- Overseeing the successful delivery of all summer camps, programmed retreats, Outdoor School programming, and hosted program events.
- Ensuring qualified staff, volunteers, resource leaders, and guest presenters are in place for every program.
- Ensuring specialized program areas—including challenge course, climbing activities, waterfront programming, and other adventure activities—are appropriately staffed, equipped, and operated according to organizational policies and applicable standards.
- Maintaining high standards for program quality, inclusion, accessibility, and risk management.
- Collaborating with the Administrative Director to ensure guest services, accommodations, food service, registration, and hospitality effectively support programming.
- Collaborating with the Property Director to ensure facilities, equipment, and grounds are prepared to support year-round programming.
- Assisting in the seasonal preparation of camp facilities as required to support programming.
- Supporting positive relationships with campers, families, schools, retreat groups, volunteers, and community partners.

4. Leadership Development and Human Resources

Provide leadership for the recruitment, development, supervision, and support of seasonal ministry staff and volunteers.

Responsible for:

- Recruiting, interviewing, selecting, training, supervising, mentoring, and evaluating seasonal program staff.
- Developing a healthy leadership culture grounded in servant leadership, Christian community, and personal growth.

- Providing coaching, encouragement, and ongoing leadership development for seasonal and year-round ministry staff.
- Providing leadership for the Leaders in Training (LIT) and Servants in Training (SIT) programs.
- Identifying and developing emerging leaders for future ministry.
- Working collaboratively with the Administrative Director to ensure employment practices, personnel documentation, and performance evaluation processes are implemented consistently.
- Serving as a visible Christian leader, mentor, and role model within the Kuriakos community.

5. Community and Ministry Partnerships

Provide leadership for relationships that strengthen the ministry and extend the reach of Kuriakos.

Responsible for:

- Cultivating positive relationships with campers, retreat guests, families, congregations, schools, volunteers, and community partners.
- Supporting the promotion of Kuriakos programs through storytelling, presentations, social media content, and public engagement in collaboration with the Administrative Director.
- Working with congregations and partner organizations to develop meaningful ministry opportunities.
- Representing Kuriakos within the church and wider community as delegated by the Executive Director.
- Encouraging ongoing participation and lifelong connection with the ministry of Kuriakos.

6. Program Stewardship and Resource Management

Provide leadership for the responsible stewardship of program resources.

Responsible for:

- Developing and managing program budgets in collaboration with the Executive Director.
- Ensuring effective stewardship of program equipment, curriculum resources, activity inventories, and ministry assets.
- Ensuring programs comply with organizational policies, Alberta Camping Association standards, and applicable safety requirements.
- Monitoring program participation, outcomes, and resource utilization to support organizational planning.
- Recommending improvements to programming, staffing, and resource allocation.
- Supporting fundraising initiatives and grant applications related to ministry programming as requested by the Executive Director.

Decision-Making Authority

The Program Director is authorized to:

- Make operational decisions regarding the planning, delivery, and evaluation of Kuriakos programs within approved policies, budgets, and strategic priorities.
- Develop and implement program procedures, curriculum, schedules, and leadership training.
- Supervise seasonal program staff, volunteers, and ministry leaders within the approved organizational structure.
- Approve routine program expenditures within delegated financial authority.

- Develop new program initiatives consistent with the mission and strategic direction of Kuriakos, subject to Executive Director approval where appropriate.
- Represent Kuriakos in matters related to programming, partnerships, ministry, and community engagement as delegated by the Executive Director.

Matters involving strategic direction, major financial commitments, organizational policy, staffing structure, significant organizational risk, or major program expansion remain the responsibility of the Executive Director and, where appropriate, the Board of Directors.

Relationships and Supervision

Reports to: Executive Director

Supervises: Program Coordinators, Outdoor School staff, seasonal program staff, Leaders in Training (LIT) and Servants in Training (SIT) programs, program volunteers, and other staff assigned to the program portfolio.

Works Closely With:

- Executive Director
- Administrative Director
- Property Director
- Seasonal leadership team
- Resource pastors, guest speakers, worship leaders, volunteers, congregations, schools, retreat organizers, community partners, member churches, and resource leaders

The Program Director contributes as a member of the senior leadership team, working collaboratively across departments to ensure that every program reflects the mission of Kuriakos: creating a community set apart where all people belong and grow together in God's love.

Minimum Qualifications

- Bachelor's Degree in related fields of study (e.g. Outdoor Leadership, Education) or at least three years of experience in ministry or other related field.
- Demonstrated leadership experience in ministry or equivalent field.
- CPR and First Aid certification.
- Certifications in high ropes and canoeing an asset.
- Hold valid driver's license and able to drive camp vehicles as needed

Physical Requirements

- Able to move freely around Kuriakos' spaces
- Able and willing to live on site during the summer program season

Core Competencies

(Competencies in italics are shared with the whole Director team.)

Personal

- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- **Ethics and Values:** *Honors the core values and beliefs of the organization in his/her choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and nonstressful situations; practices the behaviors he/she advocates to others.*
- **Influencing Others:** Encourages others to cooperate, participate, provide resources or make decisions, in service to the work at hand; uses verbal and nonverbal skills to communicate respect for others, and to generate energy, passion and commitment to an idea; creates an environment that others want to participate in.
- **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Integrity and Trust:** *Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidence; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.*
- **Interpersonal Skills:** *Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the organization; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.*
- **Mission Ownership:** *Demonstrates understanding and full support of the mission, vision, values and beliefs of Kuriakos; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.*
- **Personal Resilience:** *Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.*
- **Time Management:** *Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.*

Organizational

- **Decision Making and Problem Solving:** *Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes and implied solutions; decides in a timely manner based upon a blend of research, experience, risk-taking and judgment.*
- **Priority Setting:** *Spends his/her time and directs the time of others to what is important; quickly zones in on the critical issue and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.*
- **Team Orientation:** *demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures*

Supervisory

- **Delegation:** *Clearly and comfortably delegates both routine and important tasks and decisions; appropriately shares authority and responsibility; creates accountability; sets clear objectives and measures, monitors process, progress and results; builds feedback loops into the work; trusts people to perform their own work.*
- **Developing Others:** Provides others with challenging and stretching tasks; holds frequent developmental discussions; is aware of the developmental aspirations of others; encourages people to accept challenging assignments.
- **Hiring and Staffing:** Identifies new talent; attracts and hires the best people; clearly defines the essential functions and core competencies of a role before hiring; is not afraid of selecting strong people; does not discriminate in hiring practices; seeks to strengthen the team through the addition of diversity.
- **Motivating Others:** *Creates a climate in which people want to do their best; can motivate employees, volunteers and members; empowers others; invites shared input and decision making; makes each individual feel that his/her work is important.*
- **Teambuilding:** Blends people into teams when appropriate; leads the team successfully through difficulties and challenges, including conflict, diversity and inclusion issues within the team; creates strong morale and spirit in his/her team; shares wins and successes; defines success in terms of the whole team; creates a feeling of belonging and pride in the team.

Managerial

- **Leadership Development:** Encourages others to discover and engage their giftedness and skills in service to the larger community; calls out the best in others; supports others in the development of their skills and abilities; actively seeks to engage others more directly in the leadership life of the congregation; thinks strategically about the continual need for a next generation of leaders and works to build the leadership base.
- **People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.

Spiritual

- **Hospitality/Accessibility:** *Generates a sense of hospitality and or accessibility by his or her very presence; communicates a sense of availability, warmth, openness and approachability; supports a culture of welcoming and connection at Kuriakos.*
- **Spiritual Maturity:** *Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; can articulate a clear and consistent theology.*

Updated: August 26, 2026