



Programming Director of Oil Belt Christian Service Camp Job Description

Purpose: The Programming Director is responsible as a minister for the successful and effectual programming of Oil Belt Christian Service Camp, with the primary objective of all programs and events being the making of disciples through the teaching of God's Word.

Responsibilities:

- I. **Camp Programs**
 - Work with the Executive Director, Deans Committee, Deans and other involved parties in the development and implementation of summer camps, retreats, and other camp programs.
 - Provide access to available resources, facilities, and personnel needed for camps, retreats, events, etc.
 - Be certified for the operation of all equipment, courses, challenges, etc. (such as ACCT certification).
 - Be qualified to train camp staff and volunteers for use of equipment, courses, challenges, etc.
 - Oversee life guard hiring and certification and provide oversight and evaluation of job performance.
 - Oversee the hiring of summer camp staff and provide oversight and evaluation of job performance.
 - Oversee background checks of all staff, faculty, and volunteers.
- II. **Facility Usage**
 - Oversee requests and usage of camp facilities in compliance with the camp's Rental Policy.
- III. **Volunteers**
 - Provide assistance in maintaining a volunteer database for camp functions, service, maintenance, etc.
 - Oversee the set-up of camp functions utilizing the volunteer database. (such as chairs, tables, stage, sound equipment, etc)
- IV. **Promotion**
 - Work with the Executive Director in development of promotional materials, events, programs, etc.
 - Assist other camp staff in staff communications, such as "Thank You" letters, various appeals, public announcements, etc

Skills Required:

- I. Develop good working relationships with a wide range of people.
- II. Well organized with the ability to manage volunteers and staff
- III. Advanced Computer Skills: internet and email, computers, word processing, graphics and multimedia, and spreadsheets and databases.
- IV. Service-oriented
- V. Good physical condition

Email Resumes to: tyler@oilbelt.com