



# Lutherdale

## Job Description, August 2023

Position Title: Adult and Family Program Director  
Supervisor: Executive Director

### **Mission Statement**

Lutherdale is a faith community, dedicated to building lives in Christ, through the wonder of God's creation and the study of God's Word.

### **Job Summary**

The Adult and Family Program Director is hired by and reports to the Executive Director, and is called by the Board of Directors to serve the mission of Lutherdale. They oversee the daily program operations in coordination with the Youth Programming Director at Lutherdale. They will develop and create retreat, week long and day program opportunities for adults and family. The Adult and Family Program Director is also responsible for overseeing the Lutherdale Travel Ministry Program. This position will also oversee that Christian theology is consistent with that of the Evangelical Lutheran Church in America (ELCA) and modeled in all programs.

### **Qualifications and Expectations**

- Strong, personal commitment to Christian faith and ability to share faith
- Have a strong work ethic
- Creative and out of the box thinker
- Model hospitality and help create an inclusive environment
- Ability to work well with others, maturity of judgment, self-motivated to initiate new projects, and follow through on details to carry out programs
- Effective written communication skills and computer skills, including word processing and social media tools
- Ability to train and build a strong team
- A college degree required, with preferred majors in Ministry, Education, or Recreation
- Minimum 5 years experience designing and leading programs for adults
- Year-round camp experience preferred
- Familiar with ELCA theology, congregations, agencies, and structures
- CPR/First Aid certified or the ability to obtain

### **Responsibilities:**

#### **1) Programmatic**

A) Provide vision for the growth of adult and family ministry at Lutherdale.

B) Work with a team to maintain and grow year round program offerings geared for adults and families.

C) Actively seek out retreat groups, provide tours for new groups, and follow up on leads for new groups.

D) Serve as a retreat host coordinator. Recruiting, training, supervising, and scheduling hosts, as well as hosting some retreats. Hosting of groups includes all hospitality needs, programming, assisting with meals and cleaning as needed.

E) Secure necessary resource people for retreats and rental hosting.

#### **2) Summer Programmatic**

A) Work with year-round staff and the Program Committee to plan and implement impactful summer programs and curriculum focused on adults and families.

- B) Set standards for program quality and implementation.
- C) Conduct ongoing evaluations to determine guest satisfaction; make changes as needed.
- D) Be available and “on-call” 24/7 in rotation with other year round staff.
- E) Assist in recruiting, hiring, supervision, and support of summer staff in coordination of the Youth Program Director.
- F) Plan and lead staff training in consultation with the Executive Director and Youth Program Director.

### **3) Travel Ministry**

- A) Provide vision for the Travel Ministry program, including day trips and extended trips.
- B) Plan and coordinate logistics for the travel ministry trips.
- C) Create promotional materials and outreach plans to grow ministry.
- D) Lead, train, and equip leaders for trips.

### **4) Administrative**

- A) Conduct ongoing evaluations to determine guest satisfaction; make changes as needed.
- B) Participate in the annual budget process and be responsible for implementing Lutherdale’s program budget.
- C) Ensure compliance with American Camp Association (ACA) standards, other required standards, and Lutherdale’s Policies and Procedures.
- D) Engage in both short and long-range visioning, planning, and development.
- E) Participate in weekly staff meetings

### **5) Facilities**

- A) Ensure all facilities are safe, clean, and in good repair at all times through consultation with the Property Manager.

### **6) Public Relations and Marketing**

- A) Assist with marketing news and social media avenues.
- B) Make person-to-person contacts to recruit participants from ELCA congregations, other denominations, schools, non-profit organizations, and businesses.
- C) Promote Lutherdale via church visits, public gatherings, speaking and preaching engagements and synodical meetings.

### **7) Self-Care**

- A) Take time to care for one’s spiritual, physical, and emotional health; modeling self care for Lutherdale’s staff and guests.
- B) Participate in regular continuing education.
- C) Be an active member of a local congregation.

This position requires the ability and desire to be flexible for the ministry of Lutherdale to thrive and to attend to the changing needs that arise. Some duties may be reassigned and other duties may be assigned as required. Different seasons require different intensity of effort.

**To apply please send cover letter and resume to [tracy@lutherdale.org](mailto:tracy@lutherdale.org)**