



Director of Programs

- TITLE:** Director of Programs
- SUMMARY:** The Director of Programs guides the Zephyr Point Program Department in designing and implementing program offerings that are congruent with the Zephyr Point Mission, Vision, and Values
- SALARY RANGE:** Range B – Directors: \$55,000 - \$70,000 DOE
- STATUS:** Full-time
- CLASSIFICATION:** Exempt
- SUPERVISOR:** Executive Director
- DIRECT REPORTS:** Youth Ministries Coordinator, Program Administrative Personnel, Tahoe Semester Administrative Coordinator, Tahoe Semester Resident Director, Seasonal Summer Staff Leadership Team
- ON-SITE REQUIRED:** Required on-site housing provided

ESSENTIAL FUNCTIONS OF THIS POSITION:

- A. Develop, budget, promote, implement, and evaluate all Zephyr Point Programs. Offerings to include year-round conferences, retreats, Day Camps, Family Camps, and outdoor adventure opportunities for people of all ages.
- B. Create a team among direct reports to ensure the programmatic, recreational, administrative, and operational standards and policies are implemented, following best practices. Collaborate with the Director of Facilities and Grounds to identify site safety improvements.
- C. Plan and execute ZPPCC Programs to achieve financial goals. In conjunction with the Executive Director maintain and implement an overall risk management plan for all programs. Maintain departmental inventory of equipment, supplies, and resources, making sure such inventory is safe and well maintained.
- D. Oversee staff in the Program Department to ensure the goals and mission of ZPPCC are achieved through regular leadership training and a structured, annual evaluation process.
- E. Oversee a seasonal (9-month) Internship Program to cultivate the spiritual/faith formation of young adults and manage this program’s contribution to the overall ZPPCC objectives.
- F. Oversee the coordination of the Tahoe Semester Program, working in collaboration with the Tahoe Semester Academic Director.
- G. Develop and nurture relationships with churches, community groups, colleges and universities, through events and presentation opportunities. Be active in the PCCCA.

DUTIES AND RESPONSIBILITIES:

- A. Be an active member of the Zephyr Point Leadership Team and all staff, working collegially to achieve the overall mission of Zephyr Point.
- B. Establish a reporting mechanism with the Executive Director to track all programs, initiatives, and budgets (below target, on target, above target), providing regular written reports.
- C. Ensure successful recruitment, selection, and training of Program Staff, Interns, and Seasonal Staff.
- D. Plan, promote, and recruit leadership for conferences ensuring that all Program leadership and participant needs are met.
- E. Serve as Staff Liaison to the Zephyr Point Program Committee, participating in meetings and making regular written reports.

KNOWLEDGE, SKILLS AND ABILITIES:

- A. Commitment to live out the Mission, Vision, and Values of ZPPCC.
- B. Collaborative leadership style, willingness to go above and beyond in setting example of exceeding guest expectations.
- C. Demonstrated planning, administrative, budgeting, and troubleshooting skills.
- D. Positive, creative, optimistic, and energetic personality.
- E. Ability to interact professionally, courteously, and effectively with individuals of diverse backgrounds at all levels.
- F. Excellent oral and written communication skills.
- G. Ability to work on a flexible schedule, including evenings, weekends, and holidays.
- H. Ability to drive a motor vehicle in all weather conditions, maintaining a valid driver's license and insurability.

QUALIFICATIONS:

- A. Graduate degree in related field.
- B. Fluency in the Reformed theological tradition.
- B. Career experience in program management and program development.
- C. Minimum 10 years supervisory experience.
- D. Proficiency in standard office software platforms and various social media platforms; ability to learn and implement camp registration software.
- E. Maintain current First Aid and CPR certificates; obtain additional training and certifications as required by program offerings.
- F. Maintain background clearance as required by state and federal authorities for working with children.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel, grasp and hold, cut, write and type; see, talk, hear, and frequently stand for long periods of time. The employee frequently is required to reach with hands and arms. The employee is occasionally required to twist, stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently walk upstairs and inclines and lift and/or move up to 25 pounds, and infrequently lift and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The employee is frequently required to walk on unstable grounds, occasionally up to a mile within and around the camp/conference center. The employee may be required to occasionally drive a motor vehicle. The employee will be required to occasionally work long hours and may frequently be required to speak in person, over phone, and via video chat to individuals and small and large groups.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts, toxic or caustic chemicals, outside seasonal weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

Other duties may be assigned. Should such duties become routine, the job description will be reviewed and revised.

Zephyr Point

Mission

Inviting all to experience God through education, exploration, & inspiration.

Vision

A center of excellence cultivating spiritual growth, recreation, and learning
in an inclusive environment of natural beauty, hospitality, and peace.

Values

Serving with love

Creating community

Caring for and learning from Creation

Engaging the mind, refreshing the body, nurturing the soul

Welcoming all people

Print Name _____ Date _____

Employee Signature _____

Executive Director Signature _____ Date _____