



Ponderosa Retreat and Conference Center

(A Ministry of the Colorado Baptist General Convention)

Program Director Job Description

Position: Program Director

Purpose: To provide supervision to and leadership to all CBGC program camps and to generate and explore new program possibilities and make sure that all programs meet or exceed all regulatory protocols, as well as, ministry expectations of the CBGC.

Reports To: Ponderosa Executive Director

Collaborates With: Ponderosa Staff and CBGC Camp Planning Teams

Workplace and Hours: Remote and Onsite, Part Time with varying hours year round

Compensation: \$20,000 annually plus \$2000 for reimbursable expenses

Responsibilities:

- Plan, coordinate, and personally lead all CBGC program camps: Peak, Summit, Summit winter camp, Benchmark, and any future programs
- Design programs, schedules, curriculum and worship to meet the standards of CBGC camps and applicable feedback from attending churches
- Ensure camp programs are compliant with any applicable state and local standards as well as Ponderosa standards.
- Solicit support and attendance from potential attendee churches and other partners
- Manage the registration of all attendees to ensure proper paperwork and procedures are completed by churches and guests
- Plan for set up, take down, operation and maintenance of the A/V and worship equipment owned by Peak and Summit
- Supervise and lead a team of interns and volunteers in the completion of all camp programming and planning tasks
- Ensure all camp programming operates within budget
- Work with all other directors in building a positive environment at Ponderosa

Qualifications:

- Experience in supervision in ministry settings
- Must be self-motivated and able to get year-round tasks done remotely with little supervision
- Ability to connect and partner with CBGC and other church leaders
- Ability to relate to co-workers and guests
- Stewardship of budgeted money, incomes, and expenses
- Active member of an CBGC church
- A Christ-like manner and attitude in working with the public and staff
- A willingness to serve and a spirit of cooperation
- Must have ability to stay on-site during camp sessions