



## **Job Description**

**Position Title:** Director for Programs

**Effective:** April 1, 2025

**Reports to:** Vice President for Program

**Status:** Full-time Onsite; Salaried; Exempt

### **Essential Functions**

Each Director for Program is part of a team of five that administers the full array of Montreat-created programs throughout the year. Each program is assigned to one Director, who is responsible for that program top to bottom, from long term goals to the smallest annual details. Directors occasionally cover programs for their colleagues temporarily, and over time, program assignments are likely to shift among Directors. In addition, the team of Program Directors develops new programs in response to Montreat's mission and strategic plan. For example, the Director described in this job description might play a key role in expanding Montreat's recreational opportunities into new programs during fall and spring.

### **Essential Duties**

#### **Program Responsibilities**

Currently, this position oversees the following four programs:

- Thriving Congregations initiative (funded by a grant from the Lilly Endowment)
- Clubs, Child Care, and Recreation programs (summer programs for the public)
- Summer Staff leadership program
- College Conference @ Montreat (event held annually January 2-5)

#### **Management of Thriving Congregations Gatherings**

- Collaborate with partners to guide content, scheduling, and event details for four annual gatherings of Thriving Congregations teams
- Determine methods and coordinate processes for inviting congregations into the cohort
- Evaluate outcomes annually and consult on program design and annual reports
- Administer communication between Montreat, program faculty, and cohort participants
- Administer the budget for Thriving Congregations

### **Responsibility for summer Clubs, Child Care, and Recreation Programs**

- Interview, hire, and oversee training of Clubs, Child Care, and Recreation staff, with particular attention to their roles in Christian formation
- Develop manuals and procedures for Clubs and Recreation programs, including training protocols
- Ensure theological coherence in all aspects of the Clubs and Recreation program
- Devise and implement security and emergency plans for Clubs and Recreation areas
- Create and keep the budget for these programs and related facilities
- Negotiate Clubs and Recreation needs of conferences and other groups
- Coordinate Clubs and Recreation support for Montreat's Fourth of July celebrations; staff the Fourth of July committee
- Ensure that the Clubs and Recreation program upholds all state regulatory standards for health and safety and is consistent with the organization's mission statement and core values

### **Supervision of Summer Staff Leadership Program**

- In collaboration with other hiring departments, create recruitment strategies for summer staff
- Guide content, scheduling, and overall programming of summer staff training and orientation
- Supervise seminary interns and resident advisors, leading this team as they support the community life, spiritual enrichment, and wellbeing of summer staff
- Develop policies affecting all summer staff
- Review, evaluate, and improve the summer staff experience

### **Leadership of College Conference**

- Plan and lead planning meetings for College Conference
- Staff the event on site; supervise volunteer team and paid leaders
- Lead team in considering which biblical and theological themes will be presented at College Conference
- Communicate conference arrangements and housing needs internally
- Directly supervise adjunct staff
- Review, evaluate, and improve the College Conference experience

### **Other duties as assigned, including:**

- Worship leadership across programs as well as in the summer worship series
- Assess risk and liability of all programs in their purview, paying special attention to matters of safety, security, and prevention of sexual misconduct and harassment

## Requirements

- Master of Divinity or graduate degree in Christian Education strongly preferred
- Minimum ten years' experience in professional church-related leadership, program creation, and implementation required
- Significant supervisory experience of staff and volunteers desired
- Must possess excellent skills in planning, organizing, directing, and managing; must possess good sense of efficiency and delegation of work assignments
- Significant experience in working environments where people must work cooperatively across lines of racial, generational, theological, cultural, and ability differences
- Ability to build relationships of trust within and across departments by demonstrating teamwork, humility, forbearance, and the willingness to take on any job required in order to offer hospitality
- Ability to work a flexible schedule that is seasonally driven
- Must display genuine interest in and passion for the mission and core values of Montreat Conference Center and its growth and expansion
- Must possess outstanding skill in maintaining/strengthening good working relationships with staff, residents, families, and community

## Competencies

- Ability to work well independently and meet deadlines
- Exhibits strong organizational skills and attention to detail
- Strong background in recreation and recreation leadership
- Excellent oral and written communication skills, as well as the ability to interact professionally, courteously, and effectively with individuals of diverse backgrounds at all levels
- Experience working with collaborative software programs such as Office 365, Google Drive, CampBrain is preferred

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Employee Signature

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Date

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Supervisor Signature

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Date