# Program Director Job Description
# Hastings Lake Bible Camp

## Program Director Job Position Summary

Hastings Lake Bible Camp (HLLBC), a year-round Christian camp established in 1938, seeks a Program Director to support its ministry through the development and facilitation of camp programs, leadership training, and discipleship opportunities for all ages. Reporting to the Executive Director, this role requires a mature Christian who will serve as a role model, maintain the camp's integrity and mission, and take ownership of the spiritual and physical welfare of campers and staff. The Program Director's primary duties are split between the year-round operations, pre-summer planning (including staff hiring and training), hands-on supervision and safety management during the summer programs, and post-summer reporting and evaluation.

**Term:** Full-time. Year-round.
**Salary:** Inquire.

## General Responsibilities

The Program Director's role is to support the camp's year-round ministry by serving as a Christian role model, upholding the camp's mission and policies, and ensuring the spiritual and physical well-being of staff and campers.

- Year-Round Support: Assist in general year-round operations, take initiative, and align program planning with HLBC's strategic goals.
- Compliance & Conduct: Adhere to all camp policies (including the Employee Handbook) and legal requirements (OHS). Requires prompt attendance, respectful conduct, and timely communication with the Executive Director, including reporting illness.
- Safety & Screening: Ensure camper and staff welfare is maintained. Must provide required pre-employment documentation (Child Welfare Check, Criminal Records Check with vulnerable sector, and Standard First Aid) before employment starts.

## Specific Responsibilities

### Prior to Summer Camp:

- Staff & Training: Assist the Executive Director in hiring summer staff. Prepare and coordinate staff training. Review and revise staff/SIT manuals.
- Program Prep: Develop material for the summer theme. Coordinate with the Executive Director and resource pastors on schedules and responsibilities.
- SIT & Evaluation: Work with the Executive Director and Volunteer Coordinator on SIT applications and program assignments. Review/revise evaluation forms for all staff, SITs, and campers.

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- Readiness: Report on the readiness of camp facilities and programs with improvement suggestions to the Executive Director.

### During the Summer:

- Leadership & Safety: Provide daily operational leadership, serve as a role model, and ensure all programs adhere to camp policies and emergency procedures.
- Supervision: Supervise, monitor, delegate duties, and provide guidance to program staff, including the Program Assistant, Volunteer Coordinator, Day Camp Coordinator, and Cabin Leaders.
- Reporting & Evaluation: Administer/provide feedback for formal summer staff evaluations with the Executive Director. Address evaluations needing attention. Provide weekly personal reflections on goals and concerns to the Executive Director. Contact the Executive Director for timely input on major issues.

### At the Completion of the Summer Program:

- Final Reports: Submit a summation of summer programs, written evaluations for all summer program employees, and equipment inventories with recommendations for program improvement to the Executive Director.

### Always:

- Maintain the camp's integrity, uphold the mission, assume responsibility for the campers' welfare, and follow the example of Jesus Christ in daily living.
- Refer to the HLBC Employee Handbook for conflict resolution.

## Preferred Qualifications:

- Mature and growing Christian faith, actively living out the values of Hastings Lake Bible Camp.
- Demonstrated experience in a leadership role, preferably within a non-profit, camp, or similar operational environment (3-5+ years preferred).
- Experience in ministry, with children, youth, and families is an asset.
- Experience in personnel management
- Creative problem solver with a keen eye for the development of people and operational efficiency.
- Excellent communication (verbal and written) and interpersonal skills.
- Ability to work independently and as part of a dynamic leadership team.
- Proficiency with standard office software and a willingness to learn camp-specific systems.
- Post-secondary education is an asset
- Enthusiasm for outdoor pursuits, growth in community, and sharing the gospel.
- Must hold (or be willing to acquire) a current Standard First Aid Certification
- Must submit a Criminal Record Check with Vulnerable Sector Search, and a Child Intervention Record Check.

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## Expectations:

- A passion for camp ministry, a love for people and the outdoors, and a desire to bring children, youth and families into a closer relationship with Jesus Christ
- A personal relationship with Jesus Christ, living a life of moral integrity and in right standing with spouse, family, church and community.
- Be in full agreement with Hastings Lake Bible Camps Confession of Faith (See Appendix 2)
- Agree with, support and pursue Hastings Lake Bible Camps Mission, Vision and Values (See Appendix 1)
- Work to support Hastings Lake Bible Camps staff team as they work to support you, including, but not limited to, making every effort to:
    - Showing honour and respect to your coworkers
    - Communicate appropriately and on time
    - Attend staff meetings and other staff events
    - Support staff in their roles, when appropriate
- Lead with grace and humility.
- Be open to continued training and development opportunities.
- Make an effort, when appropriate, to raise financial support for Hastings Lake Bible Camp

## Working Conditions:

- On-site and remote work is necessary. During the summer program and retreats, required to be on-site overnight.
- Requires some evenings and weekends, especially during peak camp seasons or events.

If interested, contact the HLBC Executive Director at andrew@hastingslake.com

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*Appendix 1*

## Mission Statement:

*"To Make Christ known to people of all ages through intentional relationship building, worship, and Bible centered teaching in a Christian camp setting".*

## Vision Statement:

*"To see lives transformed by Christ, creating a community of passionate believers who carry His love and truth into the world, growing in faith and building lasting connections with others."*

## Core Values

### Relationships
We focus on building and strengthening relationships with Jesus Christ and with each other.

### All Ages
Through family camps and youth camps, we specialize in giving people of all ages a fun and enriching summer camp experience.

### Simplicity
At Hastings, we don't over-schedule, over-program, or over-load our campers. We strive for quality over quantity by de-cluttering hearts and minds in an overly cluttered world.

### Bible Based
We intentionally include the Bible, prayer, and Christian teaching in all that we do.

### Community
Hastings is a home away from home, where old and new friends become family.

*Appendix 2*

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## Hastings Lake Bible Camp
## CONFESSION OF FAITH

1. This Association confesses the Triune God – Father, Son, and Holy Spirit – as the one true God. It proclaims the Father as Creator and Preserver, His Son Jesus Christ as Redeemer and Lord, and the Holy Spirit as Regenerator and Sanctifier.

2. This Association confesses that the Gospel is the revelation of God's saving will and grace in Jesus Christ, which He imparts through Word and Sacrament. Through these means of grace, the Holy Spirit creates believers and unites them with their Lord and with one another in the fellowship of the Holy Christian Church.

3. This Association confesses the scriptures of the Old and New Testaments as the inspired Word of God, through which God still speaks, and as the only source of the Church's doctrine and the authoritative standard for the faith and life of the Church.

4. This Association confesses the following symbols, comprising the Book of Concord of 1580, which it subscribes specifically as witnesses to the way in which the Holy Scriptures have been correctly understood and explained and confessed for the sake of the gospel, namely:

a. The Apostles', the Nicene, and the Athanasian Creeds, as the chief confessions of the Christian faith.

b. The Unaltered Augsburg Confession as its basic formulation of Christian doctrine.

c. Luther's Small Catechism as a clear summary of Christian doctrine.

d. The Apology of the Augsburg Confession, Luther's Large Catechism, the Smalcald Articles with the Treatise, and the Formula of Concord as further witnesses to the Unaltered Augsburg Confession.