

## Covenant Hills Camp & Retreat - Program Manager

**OBJECTIVE:** Provide leadership to the program ministries and staff of Covenant Hills in meeting the needs of all campers.

### DESIRED QUALIFICATIONS:

- 3 years of experience working in a camp community.
- Knowledge and ability to implement appropriate regulations, licenses and codes.
- Supervisory experience required.
- Bachelor's Degree or equivalent.
- Effective written and oral communication and excellent interpersonal skills.
- Experience in mentoring, training, disciplining, coaching, and counseling staff.
- Self-starter and organizer with good character, integrity, adaptability and positive attitude
- LGI Lifeguard Instructor
- RSO Range Safety Officer
- Ropes Course Facilitator
- Desire to live and work in a fast-paced camp community

**REPORTS TO:** Executive Director

### ESSENTIAL JOB DUTIES:

- Direct supervision of seasonal/temporary personnel – recruit, train, mentor and manage.
- Supervision of program activities for all guests and campers.
- Provide excellent programming for summer camps and year-round retreats.
- Recruit and registration of summer campers and programmed retreat guests.
- Cultivate and manage denominational camp promoters and church visits
- Communicate in a timely manner with all CHC departments regarding program needs.
- Supervision of summer day camp programs.
- Create and manage an annual department budget
- Participate when necessary, in operation of other support services departments.
- Any additional duties that may be assigned from time to time.

### ESSENTIAL FUNCTION:

Must be able to observe camper/staff behavior and assess its appropriateness; traverse around 315 acres of hilly outdoor camp terrain; communicate clearly; have physical strength (to lift, dig, load, unload, mop, repair, etc.).

Interested applicants are requested to send a cover letter and resume to Mark McClenaghan, Executive Director at [markm@covenanthills.org](mailto:markm@covenanthills.org) and may call 248-980- 9218.

Position is exempt and anticipates candidates living on site with compensation including \$30,000 salary plus housing with utilities, \$1,080 HSA contribution.

We intend on closing this posting and no longer accepting applications as of Dec. 15, 2021

