

## **Warm Beach Christian Camps and Conference Center Ministry Description**

**Job Title:** Youth Program Manager  
**Department:** Program  
**Reports To:** Director of Youth and Outdoor Ministries  
**Revised By:** Pat Patterson  
**Revision Date:** 08/2017

### **SUMMARY**

The purpose of this position is to provide on-going leadership for youth ministry programs, particularly overnight residential programs (W-Bar-B Camp, CIT) and to continuously improve youth ministry programs to meet needs of young people. This position will also support other WBC programs and all facets of WBC ministry. This position shall at all times work cooperatively with colleagues, guests and supervisors. Regular attendance is essential for this position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

1. Program Development:
  - a. Work collaboratively with Camp leadership and others to develop programs/ministries for youth including summer residential camps, youth/young adult leadership programs, and fall retreats.
  - b. Work collaboratively with the Adult and Family Ministries staff, to facilitate programs such as Dad and Me, Family Camps, etc.
  - c. Support global partnership ministries as needed.
  - d. Liaison support to Fall Youth Retreat Planning Committee.
  - e. Support Outdoor Education program as needed.
  - f. Participate on leadership team for Internship Program.
  - g. With appropriate outside input, maintain a culture of continuous improvement and innovation.
  - h. Develop a summer youth ministry of 120-200 students a week within three years.
  - i. Enhance WBC's connection to relevant youth ministries, locally and nationally.
  - j. Maintain strong systems of support for campers to connect with local churches on a year-round basis.
  
2. Program Implementation and Evaluation
  - a. Formulate and work within approved budgets.
  - b. Plan schedules, obtain resources, organize assets, and communicate effectively with other departments at WBC.
  - c. Serve as team leader in summer youth programs.
  - d. Take lead in resolving challenges involving campers or parents, in conjunction with WBC policy and guidelines.
  - e. Rigorously evaluate program effectiveness.
  - f. Support the marketing and communication of programs in a way consistent with and in cooperation with WBC's brand guidelines and marketing team.
  - g. Oversee appropriate year-round ministry connection with campers and their families.

### 3. Staffing and Supervision

- a. Follow WBC personnel policies and guidelines in the selection, training, supervising, evaluating, and releasing of personnel.
- b. Fully support and engage with the staff recruiting process.
- c. Serve as field supervisor for program interns as needed.
- d. Maintain healthy relationships with staff, campers, parents, and volunteers.
- e. Prepare for and actively participate in summer staff orientation.
- f. Hire, train and supervise counseling staff for W-Bar-B Ranch Camps.
- g. Fully engage in the utilization of volunteers to accomplish program goals.
- h. Recommend changes and implement Child Safety Plan.
- i. Implement WBC Safety Plan.

### 4. Facility Care and Development

- a. Work collaboratively with WBC leadership in the on-going development of facilities appropriate to the programs being offered.
- b. Seek ways to make improvements to existing facilities consistent with quality control standards of the organization.
- c. Responsibly care for equipment and supplies for maximum stewardship.

### 5. Other

- a. Serve cooperatively with the WBC program team for the success of all WBC programs and guest groups.
- b. Attend Manager meetings regularly.
- c. Work effectively within WBC administrative processes related to finances, human resources, risk management, and overall interdepartmental-communication.
- d. Cross-train into other WBC departments as necessary
- e. Be willing and able to be on call 24 hours a day for questions, emergencies, etc.
- f. Support the overall goals of WBC and perform other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Supervises up to 15 seasonal and/or hourly employees, in addition to year-round interns and volunteers. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Minimum qualifications:

1. Has a sincere love for the Lord and a commitment to the Lordship of Christ in every area of life.
2. Has a burden and love for young people and a desire to see them totally committed

- to the Lordship of Jesus.
3. Is willing to support the philosophy and goals of WBC and of the youth camp program in attitude, speech and action.
  4. Has the ability and desire to disciple and supervise high school and college age summer staff, and CITs, as well as campers.
  5. Has the ability and desire to work well with the general public, volunteer nurse, Pastors, and counselors.
  6. Able to take an "up-front" leadership and communication role in both advocating for programs, and with hands-on leadership.
  7. Ability to effectively utilize MS Office and incorporate basic technology in carrying out programs.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university; four years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

First-Aid and CPR certification, Driver's License

### **PHYSICAL DEMANDS**

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

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

**CROSS-TRAINING**

Employee will be available to be cross-trained into other areas of the ministry as needs arise, including: Food Service, Accommodations, Office and Recreation.

**ON-CAMP HOUSING CONDITION**

Employee in this position may be required to live on the camp premises in staff housing for the convenience of Warm Beach Camp, in order to respond to emergency needs such as:

- To be on call for 24-hour needs in the Youth Camp
- To aid in helping late arriving guests
- To be available for 24-hour protection of the campgrounds
- To be available for emergency needs in all aspects of the camp

**MINISTRY STATEMENT**

Warm Beach Christian Camps and Conference Center provides Christ-centered environments experiences and resources to draw people to God through camping ministries, conferences and events. As a staff, one of our commitments is to carry out our responsibilities in a way that will "keep the path clear to the cross."

**POSITION CLASSIFICATION** This is a full-time, year-round position.