



JOB DESCRIPTION/Apostleship Program Director

Job Summary

The Apostleship Program Director is a key member of the program team. The person in this position is responsible for coordinating with the Associate Camp Director the behind-the-scenes planning, up-front leadership and coordination of the Apostleship Program (Gap year program). The Apostleship Program Director also provides day-to-day supervision of the General Apostleship Team members and other staff / volunteer members as assigned. This is a full-time ministry position, in which our heart, commitment, and attitude of reflecting Jesus should be evident to staff and guests. Safe, Fun, Gospel is the foundation of the Trout experience. The Apostleship Program Director is directly accountable to the Associate Camp Director.

Year Round

While this position is directly accountable to the Associate Camp Director, there are times when the Executive Director, Camp Director, or Assistant Camp Director may provide direction. To be successful, this position must coordinate efforts with the following key departments: Program, Guest Services, Facilities, Office, Registration, Food Service, & Buildings.

- Make necessary programming decisions working within established policy and industry standards.
- Attend CCCA events as assigned.
- Build and maintain relationships with past and present Trout staff.
- Cast vision and motivate as needed to remind staff and volunteers of the purpose behind their work.
- Identify and resolve complex problems with staff, guests, and vendors as needed.
- Manage and work within a budget.

Summer

- Learn and memorize names of Camp summer staff.
- Develop a rotational schedule to meet with/work alongside all summer staff members.
- Provide pastoral care to summer staff during times of extenuating circumstances and crises.
- Greet and welcome summer staff as they arrive on Sunday mornings of each camp week and provide training for new staff Sunday mornings.
- Train late arrival summer staff members during staff training each summer.
- Assist late arrival summer staff members with the onboarding process by helping them settle in housing, connecting them with their supervisors/work areas.
- Keep Associate Camp Director abreast of staff related issues as they impact personal performance, teams, organizational outcomes.
- Perform pastoral care related duties as needed.
- Head up the recruiting process for future Apostleship Team members including marketing materials, setting up interviews, reviewing applications, checking references, maintain an organized database of applicants, etc.
- Coordinate Apostleship Team staffing needs with department heads.
- Coordinate with the Office Manager the HR process for Apostleship Team applicants and members by following established practices.
- Provide "gap filling" in the absence of other summer staff as assigned / needed.
- Assist in greeting parents on opening days as needed.
- Put away opening day equipment at the Point Sunday evenings.

Tri-Season

- Coordinate with other camp departments camp projects and jobs (at weekly staff meetings). Prioritize jobs and provide follow-up on project timelines and status.
- Take down, clean, inventory and organize summer program event areas as directed.
- Help direct and assist weekend staff in cleaning needs as needed.
- Work with Office Manager on setting up online applications, printing, and organizing of Apostleship Team applicants within existing camp policies and procedures.
- Interview and screen Apostleship Team applicants. Make hiring decisions for Generals at the direction of the Associate Camp Director passing other department applicants onto Department Heads.
- Assist in recruiting weekend staff for camp events as needed

- Develop a Tri-Season schedule (Sept – May) that outlines meeting goals and agendas for Apostleship Team members in coordination with the Associate Camp Director and Camp Director
- Organize, lead, and be the main content presenter at the weekly Apostleship Team meetings (Sept – May). Take attendance and follow up with Department Heads as needed for interns who miss meetings.
- Assist in the creation process of camp programming ideas as needed.
- Assist with guest group needs as required.
- Schedule and conduct 1-on-1 meetings with all apostleship team members (monthly) that focus on personal goals, Apostleship Team goals, and personal development.
- Run program specific events and activities for retreat and guest groups as assigned.
- Provide pastoral care to Apostleship staff during times of extenuating circumstances and crises.

Other Job Duties

- Responsible for checking and responding to voicemails, email inbox, and camp mailbox on a regular basis.
- Work weekends and other irregular hours as deemed necessary.
- Be on call for and respond to emergencies as assigned.
- Attend all departmental daily and weekly staff meetings as scheduled.
- Accurately record hours worked in Buddy Punch or other time recording software.
- Perform other duties as assigned.

Qualifications and Requirements

- Seminary degree (Master's Level) preferred. Bachelor's Degree required, plus 1 year of camp ministry experience.
- Highly organized & flexible individual with experience in multi-tasking, creative thinking, problem solving, and teamwork.
- Proven communication skills – written and oral.
- Experience managing and leading a college-age ministry.
- Recruiting experience.
- Effective public speaker in small and large group settings.
- Management experience.
- Able to meet deadlines and communicate effectively with other camp departments.
- Ability to use word processing, spreadsheets, photo, social media platforms, web browsers in a Mac environment.
- Project management experience.
- Pastoral Care experience.
- An enthusiastic person who demonstrate concern for organizational excellence.
- Able to Lead Worship.
- First Aid Certified and CPR Certified preferred, but not required.

Other Information

- When work is not available in this area, the employee may be asked to assist in other areas as needed.
- The employee will represent Trout Lake Camp in a positive light in all conversations, both on and off the job, to guests, volunteers, and fellow employees.
- A background check and completion of the MinistrySafe program are required and must be successfully completed prior to employment.
- The position will average from 40 to 48 hours per week on an annual basis. This means that some weeks in the summer may require 48+ hours per week be worked. Other weeks during the off-season may require fewer hours per week. Because of the nature of this position flexibility is required in the hours that can be worked.
- Individual must be in agreement with the Converge North Central Statement of Belief.

This document reflects the general details necessary to describe the principal functions of this job, the level of expertise, skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Interested Candidates should email a resume and cover letter to **thoglund@troutcamps.org**