



JOB DESCRIPTION / Assistant Program Director - The Point

Job Summary

The Assistant Program Director – The Point is a key member of the program team. The person in this position is responsible for coordinating with the Program Director the behind-the-scenes planning, up-front leadership and coordination of all programmed camps, retreats, and activities at Trout Lake Camps. The Assistant Program Director is directly responsible to the Associate Director

The Assistant Program Director – The Point supervises staff and volunteers as assigned.

Year Round

While this position is directly responsible to the Associate Director (Programming), there are times when the Executive Director, Camp Director, Operations Director or Program Director may provide direction. To be successful, this position must coordinate their efforts with the following key positions: APD – Disciple Team, Adventure, Media Manager, Guest Services Director, Food Service Director, Registrar, and Office Manager.

- Make necessary programming decisions working within established policy and industry standards
- Assist in the program creation of Wildwoods, Trout's new early elementary-age camp
- Identify and resolve complex problems with staff, guests, and vendors as needed
- Ability to manage and work within a budget
- Perform other duties as assigned

Summer

- Design, Coordinate, and Lead summer programming elements at The Point, Trout's elementary-aged campus.
- Responsible for creating the camp schedule and submitting for approval and proofing before the start of each programmed camp or event.
- Manages the focus, goals, and responsibilities of Trout Lake Camps Summer Program Staff at The Point
- Assigns staff to scheduled activities and events as needed
- Provide "gap filling" for staffing as assigned / needed.

Tri-Season

- Assist the Program Director in the Design, Coordination, and Leadership of tri-season programming at Trout Lake Camps
- Assist in the oversight and direction of Apostleship Team members as needed
- Assist in the summer staff hiring process in coordination with the Office Manager
- Assist in the planning, preparation and implementation of District Blitz, Trout's annual spring youth conference hosted in Duluth, MN
- Help to facilitate and coordinate our staff training events involving camp staff and volunteers
- Provide oversight and training of multiple program departments during summer programming at The Point (craft, recreation, waterfront, & worship)
- Assist in the facilitation of the Disciple Team training, Trout's junior high and high school staffing program
- Leads Program Work Projects as assigned
- Design, Coordinate, and Lead the programming elements for Trout's tri-season Winter Events
- Assist in the A/V needs of guest groups at the Direction of the Media Manager, including chapel space set-up, clean-up, and tear-down, running a chapel space for groups as assigned.

Other Job Duties

- Provide leadership of camp functions in the absence of Executive Director, Camp Director, Program Director, Operations Director, Apostleship Director of Trout Lake Camps.
- Build and Maintain relationships with past and present Trout staff
- Maintain accurate financial reports while making necessary purchasing and budgeting decisions (tracking receipts and submitting monthly reports)
- Perform other duties as assigned. Responsible for checking and responding to voicemails, emails, & camp mailbox messages on a regular basis
- Work weekends and other irregular hours as deemed necessary
- Be on call for emergencies as assigned
- Attend all departmental daily and weekly staff meetings as scheduled, lead those meetings as assigned

Qualifications and Requirements

- Bachelor's Degree OR a minimum of 2 years of full-time experience in a ministry setting. Preferably in a ministry context.
- A flexible individual with experience in multi-tasking, creative thinking, problem solving, and teamwork
- Proven communication skills – written and oral.
- Experience managing staff, volunteers
- Prior experience with sound and lighting systems
- Experience designing and coordinating camp programs
- Highly organized. Able to meet deadlines, communicate effectively with other camp departments to meet various audio/ visual needs within.
- Ability to use word processing, spreadsheets, photo, social media platforms, web browsers, and video editing software in a Mac environment
- Experience in Project Management
- An enthusiastic who demonstrate concern for organizational excellence.

Preferred Qualifications:

- Bachelor's Degree in Ministry and/or 4 years ministry experience in camping ministry
- First Aid Certified, CPR Certified
- Previous experience in Christian camping or a ministry setting
- ACCT Certification

Other Information

The employee will positively represent Trout Lake Camp in all conversations on the job and off, to both guests and other employees alike. 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. A criminal history and background check is required and must be successfully completed prior to employment.