

Pyoca Camp & Retreat Center
Brownstown, IN

Director of Program

Reporting to the Executive Director, will have overall strategic and operational responsibility for Pyoca's programs, and execution of its mission. This person will be responsible for the programmatic life of the organization. The Director of Program ensures that every Pyoca experience reflects its mission of providing a Christ-centered space for all people to explore, grow, rest, and play.

Responsibilities

Personnel

- Recruit, hire, train, evaluate, and, in consultation with the Executive Director, terminate both paid and volunteer summer staff.

Programming

- Schedule, plan, promote, and supervise Pyoca hosted residential and day camps and retreats (including being on-site during these programs).
- Research, recommend, and adapt program curriculum.
- Assist in the management and facilitation of program activities.
- Work with stakeholders to develop and adapt programs that meet the needs of Whitewater and Ohio Valley Presbyteries.

Hosting

- Provide hosting services for Pyoca hosted retreats and special events, acting as the main contact person between Pyoca and the guests during their stay.
- Assist Executive Director in coordinating evaluations and follow-up procedures for all guests.

Marketing & Promotions

- Design and implement a marketing strategy for Pyoca events, including presentations, printed and electronic materials, and social media.
- Make presentations to church and Presbytery functions that promote Pyoca programs and its mission.

- Manage social media creatively, showcasing all that Pyoca has to offer and highlighting the mission.

Administration

- Develop and manage a budget for Pyoca programs, in consultation with the Executive Director.
- Oversee the distribution of scholarship funds according to approved policies and procedures.
- Ensure compliance with pertinent ACA Accreditation standards that relate to programs and groups.
- Manage participant/camper registration and billing.

Qualifications

Required

- Possess a firm understanding, belief, and faith in Jesus Christ as understood through a protestant theology.
- At least two years of camp and retreat program management experience.
- Understand and relate well with children, youth, and adults.
- Willingness to facilitate high ropes, climbing tower, and initiative courses upon completion of site-specific training.
- Willing and able to work 50-60 hour weeks during the summer program season and available to work weekends as dictated by retreat and program needs throughout the year.
- Public speaking and excellent communication skills.
- Physically able to travel the trails and roads that connect the various program elements and facilities at Pyoca.
- Be at least 23 years old.

Preferred

- A working knowledge and understanding of the Presbyterian Church (U.S.A.).
- Bachelor's Degree in a related field (e.g., Recreation, Christian Education, Youth Ministry, etc.)
- Knowledge of and experience with American Camp Association accreditation standards.

Essential Functions

- Physically able to travel the trails and roads that connect the various program elements and facilities at Pyoca.

Presbyterian Connections

Pyoca Camp and Retreat has a long-term relationship with and enjoys the support of both the Presbytery of Ohio Valley and Presbytery of Whitewater Valley. The camp is located within the boundaries of the Presbytery of Ohio Valley. Pyoca is a separate 501(c)(3) but maintains a close connection to both Presbyteries and the Presbyterian Church PCUSA in general.

Benefits

- Salary \$48,000-\$55,000 based on experience
- Room and Board during the camp season and while hosting guest groups
- PCUSA Board of Pensions Pension plan after three years of service
- Medical, Death and Disability Coverage through PCUSA Board of Pensions
- Two weeks of paid vacation per year plus one day per year of service up to 25 days