



Presbyterian Clearwater Forest
Camp & Retreat Center
16595 Crooked Lake Road
Deerwood, MN 56444
(218) 678-3196

Director of Outreach and Programs

Background:

A stunningly beautiful camp and retreat setting on Clearwater Lake in central Minnesota, Clearwater Forest has been changing lives in God's woods and waters since 1954. Clearwater Forest provides programming including summer youth camps, women's retreats, spiritual renewal events, off-season youth retreats, seniors' programs and team building opportunities.

Located on over 1000 acres with 3.5 miles of shoreline, Clearwater Forest was once the home of an iron ore mining entrepreneur, John Savage. Eagle Lodge was built in 1922 as a summer home where his wife and children lived. The two-foot thick stone walls provided safety in severe weather as well as coolness in the heat of summer. A carriage house and gate house remain from the original property. Leaning Tree, about 20 years old, is a hotel-style lodge, that is filled on weekends 80% of the year with retreats, family reunions and other groups. The grounds include a hermitage, several sites for outdoor camping, high ropes and low ropes courses, mountain bike trails, and more.

With a strong, skilled and committed Board of Directors and staff, Clearwater Forest is poised to grow into the future. The goals of the Board include:

- Excelling at creating and nurturing community and spiritual growth using God's woods and waters as a backdrop and tool.
- Equipping leaders and visionaries (staff, volunteers, guests) to serve the world's needs.
- Being responsible stewards who support and sustain our resources.
- Improving, expanding and developing our relationships with Clearwater Forest's guests, stakeholders and friends.

Position:

Director of Outreach and Programs

Full Time. Year-Round. Salaried Position.

Purpose:

To develop and direct the programmatic components of Clearwater Forest's ministry and be the "face of Clearwater" in terms of promotion, partnerships, strategic planning and funds development.

Accountable to:

- Board of Directors through the Personnel Team: An annual review of performance and compensation will be conducted by the Board of Directors through its Personnel Team.
- The Leadership Team of Clearwater Forest as colleagues and partners in ministry. The three Directors (Director of Outreach and Programs, Director of Operations and Guest Relations and Director of Facilities) will work together as the Leadership Team for Clearwater Forest in collaboration with the Board of Directors.

Responsibilities:*Program*

Work with the Program Team and Board to:

- Develop and manage a full schedule of summer camps, identifying specialty camps and additional experiences to create a rich summer experience.
- Recruit, hire and supervise all summer staff, and ensure a comprehensive and thorough training experience for all summer employees.
- Ensure staff availability for adventure and challenge course leaderships, including necessary recruitment, training and scheduling.
- Select, develop or adapt curriculum for staff run programs.
- Meet enrollment goals set by the Board.
- Partner with Christian educators and pastors to develop a year-round series of events for youth throughout the year (Confirmation, Middle School, and Senior High Retreats, Snow Camp, etc.)
- Staff significant special events at PCF such as Chrysalis.
- Maintain ACA, adventure and safety certifications.
- Annually review all current summer and year-round programming. Research and make changes/additions to programming based on trends, needs, and interests that keep in alignment with our mission.
- Set measurable goals to evaluate effectiveness of each program and work the program leaders to assess each program.

Out Reach

Work with the Board and Program Committee to:

- Actively promote PCF's programs and facilities through effective marketing, public relations, speaking engagements, and communications with congregations, pastors, delegates, user groups, campers and alumni.
- Serve as the spokesperson for PCF and represent the camp at all conferences and events, and any other meetings of professional camping and conference center associations, which the Director attends at the Board's request.
- Establish a rapport with pastors, congregations, user groups, campers, volunteers, and supporters, and seek to nurture such relationships through effective communication.

- Create partnerships with expert volunteers from various churches, campers, agencies, organizations and professional communities to develop innovative program offerings consistent with the vision and mission of Clearwater Forest.

Fund Raising and Development

Work with the Board Committees to:

- Develop, cultivate, and foster lasting relationships with PCF donors and other funding sources to support the mission of the camp.
- Plan, oversee, and implement successful capital campaigns.
- Fund-raise concerning the operating fund of PCF by working with leaders and/or committees to plan, implement, and evaluate fund raising events.
- Communicate different ways in which supporters can give to camp, via general donations, gifts in-kind, volunteerism, estate planning and other means.
- Enhance revenue from individuals, major donors, foundations, government agencies, and businesses.

Board Development

Work in partnership with Board on strategic planning. Help facilitate the development, updating and recommendations for short-term (current year) and long-range strategic plans. These plans are to be approved by the Board and implemented by the staff and Board committees.

Experience desired:

- Bachelor's degree or equivalent experience in leading individuals and working with programming.
- Five years proven experience in working with a multifaceted camping program which included leadership experiences, working with young people as well as young and mature adults.
- Some experience in funds development. We have a solid funds development committee with whom to work and will provide continuing education funds to further education in this area if needed.
- Experience in training and leading teams of counselors and working with other professionals as they are called upon to work with training in specialized skills such as life guarding, adventure and challenge course leadership, etc.
- Collaborative experiences with peers and volunteers to achieve ministry objectives.

All full-time staff will be expected to:

- Work to fulfill mission and accomplish the goals and policy objectives that have been, or may hereafter be, established by the Board of Directors.
- Present a written report at each regularly scheduled meeting of the Board and work with Board Chair to determine presence at Board meetings.
- Prepare reports for annual report of each year.
- Recruit, train, supervise and compensate all staff who are direct reports, subject to PCF's policies, and in compliance with all applicable federal, state, and local employment laws.
- Create an atmosphere which promotes Christian values and good staff morale.
- Provide each direct report with a written, annual performance evaluation.

- Supervise all direct reports and volunteers in the day-to-day operations of camp and assist them as needed following standard human resource guidelines.

Expected Competencies:

- **Leadership:** Proven ability to provide vision and inspiration to team members, develop workable plans, set expectations, monitor delegated activities and provide recognition for results. Open to new ideas and innovations regardless of source.
- **Communication Skills:** Clearly and persuasively communicates, including public speaking; listen and seek clarifications; participate in meetings; write clearly and informatively.
- **Analytical Skills:** Identify and resolve problems in a timely manner. Gather and analyze information skillfully; solicit feedback and use reason when dealing with emotional topics.
- **Initiative:** Undertake self-development activities and learn new skills; seek increased responsibilities and ask for and offer help when needed.
- **Integrity:** Work well in a rapidly changing environment; treat others with respect and consideration; accept responsibility for own actions. Understand business implications of decisions, align work with strategic goals and other staff, set and achieve quantifiable milestones/deadlines for key programs and activities, complete administrative tasks and develop strategies to achieve organizational goals.
- **Flexibility:** Able to multitask in a changing work environment. Lead challenging demands and unexpected events. Willing to change approach to best fit the situation within the context of Christian leadership.
- **Collaboration:** Ability to work collaboratively with Clearwater Board, congregations, staff and community partners

Benefits:

According to the Personnel Policies of Presbyterian Clearwater Forest, all full-time employees will be enrolled in the Board of Pensions for medical insurance, death and disability insurance, and pension. Clearwater Forest pays 100% of employee's health insurance. Each Director will accrue 20 days of Paid Personal Leave which can be used according to the Personnel Policies.

To apply:

Please send a cover letter, resume and list of references to Ddemeester@lakesandprairies.org with the Subject: JOB APPLICATION: Director of Outreach and Programs
Or mail your application to: Clearwater Search, c/o Synod of Lakes and Prairies, 2115 Cliff Drive, Eagan, MN 55122.

Position is open until filled. Applications will be processed as they are received.