

Luther Crest's mission is to inspire faith, community, and stewardship in God's creation.

Retreats and Events Director

Responsibility to the Associate Director

Qualifications

- Have a commitment to the ministry of the ELCA and its expression at Luther Crest Bible Camp and to follow Luther Crest's mission and philosophy statements
- Four year college degree plus two year post college relatable work or life experience
- Possess organizational and task management skills
- Able to communicate well with staff and guests by phone, email and in person
- Be proficient in computer software operations and management
- Promote retreat and conference ministry through many different avenues (brochures, visits, website, posters, etc.)
- Knowledge of the ministry of hospitality and its direct relationship to our guests and staff
- Be able to lift up to 25 lbs and over 25lbs with proper training and education.

Description

Theology

- Effectively communicate the Gospel within the context of Lutheran Theology and be committed to Luther Crest's philosophy and mission as they exist and continue to develop within the mission of the ELCA.
- Supervise, support and provide spiritual guidance to the program staff and programs through the entire year
- Coordinate operations of camp in cooperation with Associate Director

Retreat Ministry

- Promote, recruit, register, greet and evaluate our retreat ministry guests
- Produce promotional materials for our retreat ministry program
- Inform other staff of retreat operations and concerns in advance through good communication
- Coordinate with program director in areas of program and staffing on a year round basis
- Develop, promote and implement the Luther Crest Environmental Stewardship program.

Administration/Office

- Coordinate operations of camp in cooperation with Associate Director
- Coordinate the American Camping Association process in conjunction with the Executive, Associate, Property, Program and Food Service Directors
- Coordinate with office manager regarding office operations, registrations, billing, invoicing, etc.
- Communicate technical issues as it relates to the computers, server and network including Campwyse and Microsoft Office

Public Relations

- Coordinate with Program Director the overall marketing plan through brochures, website, letters, emails, posters, etc.
- Work with Site & Facility Committee and establish good working relationships with other staff
- Be attentive to the broad picture of camping and the events available.
- Participate in our annual fundraising events and the overall annual fund program
- Project the essence of Christian hospitality in all aspects of job performance
- Assist in the overall ministry of hospitality at the camp

Compensation and Benefits will be determined and based on experience and education through the guidelines of the Luther Crest Compensation and Benefit Structure