

TECABOCA
Marianist Province of the U.S.

<u>TITLE:</u>	Program Director	<u>FLSA:</u>	Exempt
<u>Reports To:</u>	Executive Director Tecaboca	<u>LOCATION:</u>	Tecaboca

General Summary: The position is responsible for retreat and Summer Youth Camp Program delivery, including but not limited to program planning, marketing, implementation, and evaluation for thematic retreats for youth and adults, and summer camp for families, boys and girls.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Director of Summer Youth Camp Program. Has a key role in: the planning and organization of camp program; recruitment of campers; recruitment, selection, training, evaluation and supervision of staff; day to day program supervision; management of risks in employee supervision, program supervision, and use of facilities under his/her charge; and compliance with American Camp Association Standards and State of Texas Youth Camp Health Department Requirements.
2. Retreat Administrator of Tecaboca youth, adult, and family retreats. Recruitment of volunteer staff, organization and planning for established programs, and creation of new programs within the Marianist tradition.
3. Communication of Tecaboca's mission and core values, (including: community building, land stewardship, Catholic spirituality, and the integrity of creation), by words and habits, both in the workplace and when representing Tecaboca in recruitment, public relations, and fundraising events.
4. Be part of a staff and volunteer rotation as host of groups leasing the facility for retreats.
5. Must be able to live in onsite housing when duties at Tecaboca require it.

QUALIFICATIONS AND EXPERIENCE

1. Bachelor's Degree in field related to providing educational, retreat, or outdoor experiences to youth and adults.
2. Three years of pre professional or professional experience in a field related to providing educational, retreat or residential outdoor experiences to youth and/or adults.
3. Experience with the American Camp Association Standards Program preferred.
4. An understanding and experience with the Marianist Catholic traditions and charisms preferred, or willingness to learn about, and to support the vision and values of the Marianists.
5. Ability to use Microsoft Windows programs, including Word, Excel, and Publisher.
6. Must have, or be able to attain, a Texas Driver's License.

SKILLS AND ATTRIBUTES

1. The desire and ability to learn about and support the Marianist Charism, in order to facilitate the development of Marianist spirituality with all staff and volunteers.
2. Team player that works well with planning and communicating with colleagues to deliver quality retreat and camp programs.
3. A passion for the outdoors and its stewardship, as a sacred place that can reach children and adults spiritually, and as a backdrop for positive recreation.
4. Energy and enthusiasm for leading young people in an outdoor setting.
5. Embraces diversity and inclusion.
6. Experience in recreational programs, particularly in one or more of the following: Challenge Course, Shooting Sports, Horseback Riding, and/or Water Sports.
7. Be able to communicate in writing using correct English usage, spelling, grammar, punctuation and vocabulary.
8. The ability to create and follow budget needs for assigned and developed programs.

PHYSICAL DEMANDS

Work is generally in an indoor/outdoor setting. Scheduled weekend or evening work. Must be able to handle, lift, push/pull objects and or materials of up to 40 pounds. Must be able to use telephone (hear and speak) and a computer.

REASONABLE ACCOMODATIONS:

Lifting up to 40 pounds is essential for this position. Remainder of the physical demands listed above are essential to this position for which no reasonable accommodation can be made.

Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.