



## **CROSS TRAILS MINISTRY**

### **Position Description**

June 2018

#### **POSITION: Cross Trails Ministry Program Director**

#### **RESPONSIBLE TO: Executive Director**

#### **QUALIFICATIONS:**

1. A Christian in support of the philosophy and mission of the Lutheran Church and Cross Trails Ministry;
2. Desire to develop and implement creative Christian programs for youth, adults and families;
3. Desire to provide exemplary hospitality to all ages;
4. Strong leadership ability, and demonstrated organizational, interpersonal, and communication skills;
5. Ability to supervise others, work on a team and show creative initiative;
6. Ability to maintain a high level of confidentiality and professionalism;
7. Strong work ethic and ability to work 5-6 days per week year round, including 2-3 weekends per month in the non-summer seasons;
8. Ability to obtain lifeguarding, archery and high ropes certifications;
9. Willingness to learn basic western horsemanship and work toward Certified Horsemanship Association Level 1 certification;
10. At least 21 years old with a good driving record and ability to obtain a passenger CDL;
11. At least two seasons of summer camp experience required;
12. College degree preferred.

#### **RESPONSIBILITIES:**

1. Summer Camp Leadership
  - a. Take primary responsibility for the leadership of all aspects of the summer camp programs at Ebert Ranch Camp
  - b. Take part in Cross Trails Ministry summer theme and Bible study curriculum development
  - c. Develop new programs and activity options for Ebert Ranch Camp
  - d. Assume a high level of responsibility for Ebert hospitality, Christian community and camp spirit
  - e. Aid in implementation of other Cross Trails Ministry programs as requested
2. Retreat Hosting and Leadership
  - a. Assume a high level of responsibility for hospitality for all guests
  - b. Create curriculum and theme based activities for Cross Trails Retreats
  - c. Host rental and Cross Trails retreat groups at Camp Chrysalis and Ebert Ranch Camp
3. Personnel
  - a. Recruit, train, schedule, supervise and evaluate Cross Trails Summer and Seasonal Staff
  - b. Be an active participant and occasionally lead administrative staff meetings
  - c. Support all staff through continuing conversation and prayers.
4. Administration
  - a. Maintain records for the American Camp Association, Cross Trails Ministry and regulatory agencies
  - b. Maintain records of expenses and work within the Cross Trails Ministry budget.
  - c. Oversee sales, deposits, ordering and inventory for the Ebert Ranch camp store.

- d. Oversee ordering, inventory and maintenance of all necessary equipment and supplies.
  - e. Participate in and ensure implementation of Cross Trails strategic and master planning.
  - f. Submit activity reports to Board of Directors as requested.
5. Publicity and Promotions
    - a. Help with written, electronic and verbal publicity and promotion of programs
    - b. Act as a Cross Trails Ministry representative at congregations, meetings and events as needed
  6. Health and Safety
    - a. Ensure safety of summer campers, retreaters and staff
    - b. Take primary responsibility for Ebert ACA accreditation paperwork and compliance
    - c. Ensure risk reduction and crisis management as directed by policies
    - d. Oversee operation of the Ebert Ranch summer health service
    - e. Maintain certification in First Aid/CPR as a minimum
  7. Facilities and Food Service
    - a. Make sure facilities are clean, welcoming and in good repair prior to guest's arrival
    - b. Aid in facility and grounds maintenance as requested
    - a. Provide the Food Service Director with guest meal numbers and dietary needs information
    - b. Consult on menus with the Food Service Director as needed for your programs
  8. Anything else that might be asked of you for the betterment of the ministry.

**COMPENSATION:**

Salary

Housing with basic utilities

Health insurance for the employee and dependent children

Retirement

This position will have permanent housing on Camp Chrysalis property  
and office primarily out of the Cross Trails Ministry Office near Kerrville, Texas.  
During the summer the Program Director will live at Ebert Ranch Camp in Harper, Texas.

Submit a cover letter and resume to Deanna Christensen, Executive Director at [Deanna@crosstrails.org](mailto:Deanna@crosstrails.org).  
Interviews will begin in early July. This position will begin in early Fall 2018.