

# Sugar Creek Bible Camp

13141 Sugar Creek Bible Camp Rd. Ferryville, WI 54628  
608-734-3113 [www.SugarCreekBibleCamp.org](http://www.SugarCreekBibleCamp.org)

## Program Director

### SUMMARY

Sugar Creek Bible Camp is a nonprofit owned and operated by over 100 churches, primarily Lutheran congregations (ELCA). Through a vibrant summer Bible camp program, and events for guests all year, we serve individuals, families, congregations, schools, and the global Church by providing powerful experiences that nurture Christian faith through residential retreat ministry settings. This uniquely powerful ministry is thanks to wonderful relationships with supporters, program participants, communities of faith, and the presence of the Holy Spirit.

Mission statement: “Where all generations encounter Christ, experience God’s grace, and are empowered by the Holy Spirit to go forth in faith.”

The **Program Director** leads meaningful and exciting programs centered on experiencing the gospel of Jesus Christ. As part of a team, this position oversees programming alongside member congregations, community leaders, and ecumenical partners. This is a full-time, year-round position which includes a competitive salary to be based on experience, vacation, retirement contributions, health benefits, and private on-site housing with utilities paid.

### POSITION RESPONSIBILITIES

#### *Summer Camp*

- Plan and direct summer programs including traveling Day Camps and Family Camp retreats
- Recruit, hire, train and supervise seasonal summer staff and a year-round retreat host
- Prepare and lead Staff Training in close consultation with the Executive Director
- Welcome and involve pastors, volunteers, and youth directors
- Coordinate and assign seasonal staff to host weekend events, trips, and retreats
- Lead weekly summer staff meetings and worship
- Be available and reachable when the summer camp program is active

#### *Retreat Season*

- Direct program events, secure staff and program volunteers, being on-call as needed
- Oversee hosting of retreats and programs, providing information to our Retreat Host, Food Service Director, and other team members in a timely way
- Communicate to help promote retreats and invite participation via media, materials, and visits
- Recruit, schedule, and train staff and volunteers for events and promotional visits, as needed
- Coordinate camp and retreat resources for churches, youth directors, and pastors

#### *General*

- Work alongside the Executive Director and Program Committee to develop and promote new programs and retreats
- Collaborate with our mission partners such as churches, synods/conferences, seminaries, and nonprofits to create relevant, meaningful, mission focused programs and partnerships
- Invite people to engage in programs, volunteerism, and organizational partnerships
- Attend LOM conferences, synod events, and congregational worship services to build and strengthen partnerships in ministry

- Administrative duties include organizing summer staff information, activities, developing website and newsletter content, and coordinating ACA policies and program accreditation
- Assist with choosing and ordering merchandise for the camp gift shop
- In consultation with the Executive Director, administer and respond to guest evaluations

#### ***Other duties as assigned***

The list of responsibilities is primary. However, this position requires the ability and heart to do “whatever is needed” for the benefit of the ministry of Sugar Creek Bible Camp. This may on occasion include anything from restocking firewood, driving, running the dishwasher, offering presentations for a church, to chasing down horses in the pasture. Different seasons require adaptability and have different intensity. All staff must remain flexible.

***Performance*** to be evaluated annually. Criminal background checks are performed bi-annually.

## **QUALIFICATIONS**

In addition to these qualifications, it is important as a leader of Christian ministries that the Program Director is open to the work of the Holy Spirit, having the desire and ability to share the Gospel of Jesus Christ with campers, retreat guests, and faith communities:

- High energy level with the natural ability to generate excitement in youth and adults
- Internal motivation to offer and teach unsurpassed hospitality
- Planning and leadership skills including effective supervision of 30-35 summer staff
- At least 25 years old preferred (per ACA standard) with 3+ years of relevant experience
- Experience working at a residential summer camp and/or retreat ministry
- College degree or equivalent
- Ability to solve problems, remain flexible, and adapt to any situation often on short notice
- Exceptional organizational abilities and professional communication skills
- Commitment to risk management and policy; familiarity with ACA standards preferred
- Effective computer skills, basic website editing, and proficiency in MS Word and Excel
- Musical skills (e.g., singing and guitar) are a plus
- Willingness to serve at whatever needs to be done, sometimes with longer or flexible hours
- Willingness to live onsite in a beautiful, private park-like 660-acre facility

## **TO APPLY**

To apply or for more information, please send a letter of interest and resume by email to Jesse Klosterboer, Executive Director, at [Director@SugarCreekBibleCamp.org](mailto:Director@SugarCreekBibleCamp.org) or call 608-734-3113. Position is open until filled.



*Thank you for your interest in serving God through outdoor ministries!*