

Upper Missouri Ministries

Sparking Faith In Christ Jesus Through Time In Creation and Community

Job Description || Program Director

The Program Director is a vital part of the year-round leadership team that is called to spark faith in Christ Jesus for the people of northwest North Dakota and northeast Montana. Each member of the leadership team is called to be a disciple of Jesus Christ that is active in a local congregation. And with knowledge that outdoor ministry is exhausting work, it is necessary to practice daily spiritual disciplines to allow the Holy Spirit to continue to refresh your soul and body for ministry. It is an honor to partner with local families & faith communities to provide experiences that spark faith in Christ Jesus.

Duties and Responsibilities

- **Programming and Events:**
 - Develop, plan, and implement year-round programming including:
 - Setting dates, schedule and cost based on goals for the year
 - With the help of the program team develop and implement a plan to provide quarterly gatherings in the region that UMM serves.
 - Develop, plan, and implement summer programming for 1,000 children including:
 - With the Executive Director, hire entire summer staff (program, support, kitchen) that will allow for enough staff to make the goal of reaching 1,000 children possible.
 - Develop the summer Faith Practices (Bible study, worship, scripture memorizations, and devotions) that remains true to the core values of this ministry
 - Planning program schedules that fulfill our mission of providing quality & innovative programs to spark faith in Christ Jesus.
 - Financial resources:
 - Maintain an understanding of the budget needs concerning programming
 - Work with Executive Director and Office Manager to control costs in needed areas and expand funding to needed places within the budgetary year.
 - Registrations:
 - Work closely with the Office staff to make sure all campers are properly registered.
 - Understand and follow the ministry registration policy for campers, retreat group and other users that utilize any facilities.
- **Building Relationships**
 - Summer team: serve as a continual spiritual presence in the life of the summer team members throughout the year.
 - Congregations: work with willing faith communities that commit to utilize the camp for programming in areas appropriate to their needs.
 - Partnerships: seek new groups, businesses, schools, and civic groups that would commit to partnering with our organization.

Compensation:

- Base Salary of \$41,600 (Pay will be adjusted up based on experience)
- Remodel Health Platform: Health Savings Account, Dental & Vision
- Two weeks' vacation for the first year
- Use of camp vehicles for company travel
- Private Housing at UMM