

# Cho-Yeh Camp & Conference Center, Inc.

## *Job Description*



**Job Title:** Discipleship Programs Director  
**Department:** Discipleship Programs  
**Reports To:** Executive Director  
**Prepared Date:** 9/11/2017

### Summary

This position reports directly to the Executive Director of Camp Cho-Yeh. The Gap Year Director will serve in a hands-on position responsible for developing, launching and executing a two-semester, nine-month discipleship and leadership development program for students age 18-21. This role provides an individual with expertise in discipleship and education the opportunity to create an experiential learning environment where students live in a Christ-centered community. Camp Cho-Yeh is a high-growth, mission-driven nonprofit organization that is adopting the highest standards in every category of camping operations. Camp Cho-Yeh has a culture that is deeply committed to excellence and team collaboration as we seek to be a place where Jesus Christ transforms lives through meaningful relationships and outdoor adventures.

### Essential Job Functions:

1. Design, launch, evaluate & grow the Gap Year program so that it furthers the mission of Cho-Yeh and meets the needs and interests of both the students and the organization.
2. Develop and execute an excellent, experiential based curriculum that helps prepare students for the challenges of college and beyond.
  - a. Develop a clear set of outcomes and establish strategies to achieve these outcomes.
    - i. Establish and employ methods to measure outcome success.
  - b. Teach and/or coordinate classes in:
    - i. Theology
    - ii. Biblical studies
    - iii. Leadership development
    - iv. Everyday life skills
  - c. Coordinate, plan and execute educational trips that are integral to developing the gap year students.
  - d. Arrange opportunities for students to work in other ministries in local community.
3. Work with the Cho-Yeh marketing team to develop and implement a marketing plan to attract a quality applicant pool that can fill all open Gap Year positions.
  - a. Appropriately & clearly communicate mission success to the camp constituency.
  - b. Grow student application and enrollment numbers each year to reach maximum capacity and budgeted goals.
  - c. Develop and execute intern retention marketing and planning.
4. Provide care and oversight to all students enrolled in the Gap Year program.
  - a. Coordinate room and board, training and educational opportunities, trips, and field experience.
  - b. Develop and maintain program calendar
  - c. Manage and schedule learning environment
  - d. Plan program activities and events
  - e. Maintain awareness of the physical and social health of the participants
  - f. Provide outside mentoring and discipleship opportunities for participants
5. Oversee the financial management of the gap year program to allow for adequate annual funding and to meet long-term goals.
  - a. Develop and monitor budget for the Gap Year operations
6. Work closely with other Cho-Yeh departments to effectively integrate Gap Year students into the life, work and culture of the camp community.
  - a. Coordinate training opportunities with camp staff to prepare students to work in operations and recreational aspects of camp.
7. Initiate, cultivate and develop influential relationships with parents, students, churches, schools and other like-minded organizations to further the mission effectiveness of the program.
  - a. Cultivate relationships with Christian Colleges or Universities that allow for accreditation, student credit or other methods of collaboration.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master's degree mandatory, formal education in theology or Biblical studies preferred.
- First-class leadership skills, in particular the ability to translate complex objectives into clear, simple actions.
- Strong background in effective educational and pedagogical methods.
- Experience working with all levels of staff, with demonstrated ability to establish trust and relationships and leading through others.
- A clear passion and ability to connect with young adults in meaningful and influential ways.
- A strong track record of managing and delivering results with a willingness to commit to a ministry and salary commensurate with a nonprofit.
- Excellent project management and communications skills with the ability to work across all functions and levels of an organization.
- Demonstrated ability and willingness to challenge processes and use knowledge or trends to identify new solutions.
- Theologically-minded leader; creative problem-solver.
- Ability to be flexible and adapt to a dynamic work environment.
- Strong mentoring, coaching experience to a team with diverse levels of expertise
- Ability to perform other duties as assigned by Executive Director as needed.
- Proven track record of success facilitating progressive organizational change and development within a growing organization.
- Strong passion for Camp Cho-Yeh's mission coupled with the ability to identify/integrate into the culture.
- Strong spiritual life and devotion to Christ as well as experience sharing personal testimony in a variety of venues and being vulnerable and open about personal faith journey. Ability to sign statement of faith.
- Demonstrated ability to cultivate healthy relationships, to maintain strong family ties, and to offer gracious hospitality to a wide demographic that includes people of diverse ethnicity, religious affiliation, age, and lifestyles.

## **EDUCATION and/or EXPERIENCE**

Minimum of 5-years experience in education or discipleship program, with demonstrated success, preferably in the Christian Camping industry. Master's degree mandatory, formal education in theology or Biblical studies preferred.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **TIME MANAGEMENT ABILITY**

Ability to effectively manage their own time and have great attention to detail. Ability to show initiative and function as a self-starter.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, and distance vision.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.