

Cho-Yeh Camp & Conference Center, Inc.



Job Title: Vice President of Programs
Department: Programs
Reports To: President & CEO
Prepared Date: 11/1/2021

Summary

The VP of Programs will serve in a hands-on position responsible for developing, leading and growing Camp Cho-Yeh's program ministries. This role is responsible for leading a creative and robust team of camp professionals to ensure that the mission of Camp Cho-Yeh is carried out with excellence through the summer camp program. As a key member of the Executive Leadership Team, the VP of Programs will play an integral role in shaping the strategic plan for impacting more lives more deeply through camp. This role provides an individual with an entrepreneurial spirit and program expertise, the opportunity to creatively refine and grow a life-changing summer camp program in 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. Strategic Leadership

- ♦ Lead, manage, and refine Camp Cho-Yeh's summer camp program to achieve continued growth, missional success, and optimal impact.
- ♦ Develop strategic plans to ensure the camp can successfully fulfill and expand its mission into the future.
- ♦ Apply innovative thinking and performance measurements to analyze and support strategic decision-making.
- ♦ Establish annual goals, objectives, and operational plans in collaboration with the Executive Leadership Team and program staff.

2. Mission Success

- ♦ Appropriately & clearly communicate the organizational "why" and stories of mission success to the camp constituency.
- ♦ Remain current with information on the spiritual, emotional & physical developmental needs of youth.
- ♦ Prepare and analyze enrollment trends and modify programs to meet the dynamic needs of our target population.
- ♦ Annually seek and analyze input from campers, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
- ♦ Implement methods to measure success in meeting the outcomes of Cho-Yeh's summer camp program.

3. Entrepreneurial Mindset

- ♦ Lead the effort to develop new strategies and programs to broaden and deepen mission impact.
- ♦ Work with the Executive Leadership Team to assess property development and maintenance needs to ensure stewardship of current resources and identification of future needs.
- ♦ Work closely with the VP of Advancement to design and implement a marketing plan to increase camper attendance and camp usage.
- ♦ Grow camper numbers each year to reach maximum capacity and budgeted goals.

4. Financial Management

- ♦ Work with Executive Leadership Team to develop and execute strategies to run a sustainable and profitable business model for summer camp programming.
- ♦ Oversee the financial management of all programs to allow for adequate annual funding and to meet long-term goals.
- ♦ Develop and monitor budget for all program operations.

5. Team Development

- ♦ Implement effective human resource management practices to recruit, hire, train and retain high caliber seasonal and year-round staff.
- ♦ Lead college age seasonal staff in carrying out the Camp Cho-Yeh mission while leading an exemplary personal life
- ♦ Cultivate a healthy team culture consistent with the Core Values of the organization.

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.

- A strong track record of managing and delivering results through high performance teams coupled with a willingness to commit to a ministry and salary commensurate with a nonprofit.
- Proven track record of achieving short-term and long-term success implementing short-term and long-term plans.
- Experience working with all levels of staff, with demonstrated ability to establish trust and relationships and leading through others.
- First-class leadership skills, in particular the ability to translate complex objectives into clear, simple actions.
- Excellent project management and communications skills with the ability to work across all functions and levels of an organization.
- Proven track record of success facilitating progressive organizational change and development within a growing organization.
- Highly proficient in communications and group facilitation.
- Strategic thinker who thrives in a fast paced environment and knows how to make wise decisions on the fly; creative problem-solver.
- Highly accountable and results-driven with the ability to set and use goals that guide action and objectively measure performance.
- Strong mentoring, coaching experience to a team with diverse levels of expertise.
- Strong passion for Camp Cho-Yeh's mission coupled with the ability to identify/integrate into its 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.
- 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.
- Ability to work/reside in the Camp Cho-Yeh's vicinity year round and occasionally travel for training or networking.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Bachelor's degree or equivalent from four-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

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 50 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.