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Living Water Ministries Program Innovator

Job Description

Qualifications

The Program Innovator shall be a person who supports Living Water Ministries mission, vision, values and our commitment to the ministry of Jesus Christ and the work of the church. The successful candidate will have a strong command of grace-filled theology. They shall have strong abilities in communication, organization, customer service, budgeting, critical thinking, creativity and leadership. Must have strong abilities to work well with others, be self-motivated to carry out projects, and be detail oriented. Experience and knowledge working with web-based applications, e-mail, and Microsoft Office required. Bachelor's degree required.

Duties and Responsibilities

The Program Innovator shall be accountable to the Director of Partnerships and Programs. They shall manage the creation, implementation and oversight for programming of all Living Water Ministries initiatives for people of all ages. Performance will be evaluated after three months, six months, and annually thereafter. Evaluation will include accountability to performance, as measured by progress toward annual goals, relationships with staff and constituents, and measured program quality.

Classification of Employee: Regular Full Time

Program Responsibilities

- Regularly develop new program offerings, aligned with Living Water Ministries' overall mission, vision and strategic plan.
- Continually renew and redesign existing programs, ensuring alignment with the mission, vision and strategic plan of Living Water Ministries including:
 - Residential camp programs
 - Hotel-Based Events
 - Retreats
 - Lock-ins or other church events
- Create and oversee content for all program offerings.
 - Development and/or purchase of curriculum.
 - Oversight of volunteer teams assembled to assist in the development and implementation of program operations (ex. Charge mentors, summer program committee, focus groups, etc.). Collect & submit to the main office all required volunteer paperwork.

- Provide oversight of summer operations at Stony Lake including:
 - Hiring (including oversight of required documentation) of seasonal program and support staff.
 - In collaboration with Executive Director, Director of Partnerships and Programs and Program Director, provide training, management, supervision, and evaluation of seasonal program and support staff.
 - In cooperation with the Director of Partnerships and Programs, maintain ACA (American Camp Association) accreditation, state licensing, and industry standards for safety, health care, food service, operations, program and risk management best practices and policies. (site manual).
 - Collaborate with the Director of Partnerships and Programs to provide program insights that impact the adaptation of registration systems, participant communications, and the annual program schedule.
 - Collaborate with the Director of Partnerships and Programs and communicate immediate facility needs to the Director of Facilities, and communicate preferences for facility adaptations that meet the evolving needs of existing or new programs to the Executive Director.
 - Provide insight & assistance to the Living Water Ministries Office Manager and Director of Partnerships and Programs regarding registration systems, and participant communication systems.
 - Collaborate in the creation of the annual program schedule & fees.

Marketing

- Ensure a consistent and compelling brand image across all marketing materials and channels by assisting the Director of Development, Marketing and Communications.
- Manage the purchasing and restocking of items to be sold in the camp store that meet constituent needs and preferences, collaborating with the Director of Development, Marketing and Communications to ensure alignment with branding.

General Responsibilities

- Partner with other year-round staff & volunteers to develop and follow annual budgets through advance planning for events & programs. Be responsible for receipt submissions for purchases and petty cash expenditures.
- Build and maintain the registration system for summer season, events, staff application, rentals, and any other new program offering that may arise.
- In cooperation with the Executive Director, develop relationships with users, potential users, and other partners throughout the community through regular communication and face-to-face time.
 - Make strategic congregational visits as assigned, leveraging exceptional storytelling skills to engage and inspire audiences, effectively conveying the mission and impact of the organization while inviting participation.
 - Coordination of seasonal staff in non-summer months for public relations to churches through lock-ins, Sunday visits (Camp Sundays), etc.
 - Regular contact with ministry partners.
- Attend Synod events including annual assemblies, leadership events, conventions, or themed events that are relevant to the work of Living Water Ministries.

- Execute annual goals and any additional duties as assigned by the Executive Director.

Other Expectations

The position will require residence at the facilities of Living Water Ministries at Stony Lake for the duration of the summer season. (Mid-May through Mid-August.).

Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear, stretch and reach, use hands and fingers to operate a computer, telephone and calculator keyboards and will occasionally be expected to lift boxes or materials weighing up to twenty pounds. The position requires extensive travel by car. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Continuing Education

Continuing education annually as funding is available, and as arranged with and approved by Executive Director.

Salary

\$40,000.00 - \$45,000.00

Benefits

- Health insurance, including dental and vision (Blue Cross Blue Shield of Michigan)
- 403b retirement contribution (10% of annual salary)
- Life insurance
- Cell phone reimbursement
- Use of rental vehicle or mileage reimbursement
- Paid time off

Mission

Bringing together all of God's children to experience Christian community, grow in faith, develop leadership skills, and serve others.

Vision

Create communities centered in Christ to transform lives and the world.