



EPISCOPAL DIOCESE *of West Texas* CAMPS + CONFERENCES

Mustang Island Conference Center Interim Program Director Job Description

Purpose: To help plan, coordinate and lead programs at Mustang Island Conference Center (MICC) and to participate in the daily operations of Mustang Island Conference Center, a part of the Episcopal Diocese of West Texas (DWTX).

Accountability: The Interim Program Director is accountable to the Mustang Island Conference Center Director of Operations.

Responsibilities:

- Plan, coordinate and lead programs at MICC.
- Recruit and help hire Family Camp staff.
- Help coordinate the Sewanee/DWTX Intern program.
- Help recruit and hire Sewanee interns.
- Maintain and nurture relationships with DWTX College Ministries, Churches, Youth Ministers, Schools, Camp Capers and Duncan Park, local and regional universities.
- Provide for an atmosphere of Christian hospitality, by actively hosting user groups.
- Help with the MICC daily operations, including but not limited to: housekeeping, room set up, kitchen duties, office work, maintenance, and all other needs of the MICC facility.
- Participate in meetings / conferences / workshops as requested
- Work other duties as needed for MICC and DWTX.
- Other duties as needed

Skills Required

- Demonstrate servant leadership
- Strong oral and written communication skills
- Enthusiastic and welcoming personality
- Strong willingness and ability to collaborate with others but also work independently
- Demonstrate ability to take initiative
- Interpersonal skills
- Supportive and strategic thinker
- Self-starter and planner
- Excellent organizational skills and ability to prioritize tasks and goals
- Ability to manage time efficiently for self and staff
- Friendly and professional demeanor
- High school graduate; Bachelor's degree preferred
- Flexible and can adjust to changing program and facility needs
- Ability to make sound judgments regarding safety and sanitation for guests and staff
- Ability to observe staff interactions with participants and provide guidance and instruction when necessary



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Work Environment

Interim position of 40 hours per week from September 1 through November 30, 2026
On-site housing available on the MICC property
Beach access
Various multigenerational Family Camp participants including children, youth and adults
Wide variety of diverse groups, conferences, and retreats
Shared office space with staff
Extensive walking and standing
Natural and fluorescent lighting
Physical lifting of 30 pounds and carrying 30 feet
Days, evenings, nights, and weekends are part of the workday
Workday may often be split with morning duties and evening duties
Occasional travel with overnight stays

Interim Exempt Salary and Benefits

Salary \$10,000 (paid twice a month)

DWTX Holidays 12 days*

(New Year's Day, Martin Luther King, Jr. Day, Good Friday, Fiesta Friday, Memorial Day, Juneteenth National Independence Day, 4th of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day)

* Due to the seasonality of Camps and Conferences and the need for ministry work, Summer Holidays are replaced with 3 Personal Days which will be given and paid within the pay period of the actual Summer Holiday.