



EPISCOPAL DIOCESE *of West Texas* CAMPS + CONFERENCES

Mustang Island Conference Center

Program Director

Job Description

Purpose: To 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 Program Director is accountable to the Mustang Island Conference Center Director of Operations.

Responsibilities:

- Plan, coordinate and lead programs at MICC.
- Serve as the MICC Family Camp Director.
- Recruit, hire, train, supervise and evaluate Family Camp staff.
- Inventory and buy Family Camp supplies.
- Coordinate Family Camp outside program vendor contracts including beach set up and music.
- Help coordinate the Sewanee/DWTX Intern program.
- Recruit and hire Sewanee interns.
- Help develop, manage and work within approved budget.
- Supply financial records, receipts and other documents to the diocese as needed or requested.
- Help oversee, coordinate and carry out MICC Family Camp Summer Camp administrative duties including hiring paperwork and payroll.
- Help prepare all summer compliance documents and perform all duties, meeting all local, state, and federal guidelines.
- Organize, plan and lead Mustang Island Program committee meetings.
- Participate in meetings / conferences / workshops as requested
- 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.
- Work other duties as needed for MICC and DWTX.

Skills Required

- Previous supervisory, managerial, or leadership experience
- 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
- Bachelor's degree preferred



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- A minimum of 5 years of experience in youth development, camp ministry, or related field
- 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

Work Environment

Full-time position
Excellent benefits
Possible on-site housing 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

Full-Time Exempt Salary and Benefits

Annual Salary	\$40,000 (paid twice a month)
Vacation	4 weeks annually (earned at 1 week per quarter and are not carried over from year to year)
Pension	9% of salary contribution
Sick Leave	10 days annually (accumulated at 2.5 days per quarter and are not carried over from year to year)
Medical, Dental, RX, Vision Insurance	Provided with 10% cost sharing
Group Life Insurance	\$25,000
DWTX Holidays	12 days*
(New Year's Day, Martin Luther King, Jr. Day, Good Friday, Fiesta Friday, Memorial Day, Juneteenth National Independence Day, 4 th 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.