Gilmont Camp and Conference Center
Assistant Program Director

The Assistant Program Director helps create meaningful experiences for people to grow closer to God, creation, others, and themselves. Working alongside the Program Director, this year-round position assists with summer camp, retreats, outdoor activities, and other ministries at Gilmont.

Qualifications:

- A Christian in support of the Presbyterian Church (USA) and the mission of Gilmont Camp and Conference Center.
- At least two seasons of camp or other relevant experience required.
- At least 21 years old.
- Desire to actively lead and participate in camp and retreat ministry leadership.
- Strong leadership abilities and maturity in judgment.
- Ability to teach, supervise, and work alongside a team, displaying strong communication skills.
- Ability to be self-motivated with good organizational and time management skills.
- Ability to work long hours often involving physical activity outdoors.
- Preferred, but not required: Red Cross Lifeguard Instructor, High Ropes certification, and USAA Archery Level 2, or willingness to be certified (paid for by Gilmont).

Responsibilities:

<u>Summer Camp Program</u>

- Assist the Program Director in developing, planning, and promoting Family Camp, Overnight Camp, and Day Camp summer programs.
- Help recruit, train, supervise, and evaluate Summer Staff.
- Assist in maintaining American Camp Association (ACA) and Texas Youth Camp standards in all program areas and activities.
- Maintain the necessary certifications or equivalent training to lead, supervise, and maintain Gilmont activities.

<u>Ministry Support</u>

- Facilitate or provide program and activity leadership for Circle of Friends and other Gilmont programs, retreats, and events.
- Coordinate volunteers and logistics for Presbyterian Disaster Assistance (PDA) kit ministry.
- Help prepare spaces and logistics for retreats and rental groups.
- Serve as a host for rental groups and retreats.
- Other duties as assigned.

Supervision: The Assistant Program Director will be supervised by and report to the Program Director.

Compensation: Salary range based on experience ($24,000-$30,000), on-site housing including rent, utilities, and meals (valued at $9,600), 2 weeks paid vacation, 2 weeks paid continuing education, and mileage reimbursement (up to $1,500/year). This is a full-time salaried, exempt position.

If interested, please submit a cover letter and 3 references to Crosby at crosby@gilmont.org.