



Programs Director

The Programs Director is a full-time (exempt) member of the Claggett Center administrative staff and leadership team and reports to the Executive Director. The Programs Director shall further the mission of the Claggett Center through the development and management of program, human resource, financial, marketing, and strategic operations, including, but not limited to:

1. PROGRAM LEADERSHIP (40%)
 - a. Assist with the development and monitoring of program budgets.
 - i. Oversee stewardship of adult and youth scholarship funds
 - b. Oversee the accreditation and licensing of summer camp.
 - c. Develop new partnerships that benefit program quality and growth.
 - d. Serve as the liaison for programs among Claggett staff and Maryland Diocesan staff
 - e. Monitor program maintenance needs to ensure stewardship of current resources and identification of future needs.
 - f. Serve as a member of the Claggett Leadership Team. Attend and participate in all relevant leadership meetings.
 - g. Participate in appropriate staff meetings, training events, and leadership activities.
2. PROGRAM (60%)
 - a. Manage and evaluate children, youth, and adult programs that meet the needs and interests of the target populations and ensure their delivery in a safe and quality manner.
 - b. Work collaboratively with diocesan staff and volunteers to develop and coordinate programs within a broader diocesan calendar.
 - c. Annually seek and analyze input from youth, families, adult participants, and staff regarding the quality, safety, and enjoyment of the program and staff through formal evaluations.
 - d. Maintain crisis and risk management procedures.
 - e. Train and supervise Programs team members, delegating tasks and projects efficiently.
 - i. Oversee programming for Children and Youth, remaining knowledgeable with information on the developmental needs of youth.
 - ii. Oversee programming for Adult Formation, remaining knowledgeable with faith-based and secular programmatic trends for adults.
 - iii. Ensure mission alignment of program content (selection of themes, speakers, activities, etc).
 - f. Serve as the “face of programming” and main point of contact for families and community partners.
 - g. Assist with conflict resolution, disciplinary recommendations, decisions, and actions of camp staff and campers.
 - h. Other program assistance as required.
3. OTHER
 - a. Fill in for or assist other Claggett Center departments as necessary.

Qualifications & Requirements

The ideal candidate will be grounded in Christian faith consistent with the Episcopal Church, possess a bachelor's degree, and have camp and program management experience. Additional qualifications include the following:

1. Self-starter that can work independently with minimal direct supervision.
2. Energetic, creative, friendly demeanor with a positive attitude when working with the public, exhibiting professionalism in customer service.
3. Dependable, professional behavior with a responsible work ethic.
4. Experience working with children, youth, and adults with a proven interest in camp and conference center ministry.
5. Excellent written and communication skills.
6. Ability to maintain the integrity of sensitive and confidential information.
7. Champion, advocate, and change agent for diversity and inclusivity.
8. Functional knowledge of word processing and database management. Experience working on website and social media content is desirable.
9. Applicant should enjoy working in both an outdoor and office setting and working in a faith-based community.
10. Ability to lift 50 pounds.
11. Valid driver's license and reliable transportation.
12. Willingness to work flexible hours, weekends, and longer hours in the summertime. Ability to live on-site during the summer and/or locally is desired.