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**Job Description**

**Forge Program Director**

Reports To: Executive Director Department: Program

Date Created: July 19th/2018

Date Updated: May 25, 2020

**Summary Statement**

The role of the Forge Program Director is to steer and to bring to life the vision of Leadership Development and Discipleship that makes up the Forge Program. Reporting directly to the Executive Director, the Forge Program Director shall be responsible for the development and administration of the Forge Program for every participant. This includes the formation and ethos of Apprentice and Intern leadership development.

**Relationships**

Reports to: Executive Director

Internal Contacts: Director Team, Department Heads, Outdoor Education Coordinator, Forge Apprentices, Forge Interns, Food Service Staff, Administration Staff

External Contacts: Family and Support of Forge Participants, Outdoor Education and Rentals Guests, Volunteers

**Qualifications/criteria**

1. Have a mature, personal commitment to Jesus Christ, as evident in your daily life.
2. Agreement/support of Camp Arnes Mission Statement, Code of Conduct and Statement of Faith.
3. Ability to train and manage staff and volunteers in your department.
4. Ability to interact with guests, campers and staff in a professional manner.
5. Experience with and passion for working with children and youth.
6. A valid child abuse registry check and criminal record check.
7. Flexible with work hours as required to fulfill duties.
8. Openness to mentorship and growth.
9. Leadership and mentoring experience.
10. Conflict resolution skills.
11. Solid understanding of file keeping and organization.
12. Experienced user of spreadsheets (Excel) and familiar with word processing.
13. Must have average to above average written and oral communication skills relating to fellow staff and external contacts.
14. Problem solver.
15. Customer service skills.
16. Excellent organizational skills.
17. Team building skills.
18. Detail oriented.
19. Have the ability to prioritize and manage multiple tasks to timely and effective completion.
20. Creative, dynamic and engaging.

**Specific Major Responsibilities**

1. Ethos of Forge Ministry.
2. Overseeing Weekly Forge In-House nights and group suppers.
3. Oversee curriculum and teaching of weekly Bible study.
4. Address participant issues or corrections to their final resolution.
5. Supervise and implement the Leadership curriculum and education taught to all Forge Participants.
6. Monitor Forge budget.
7. In partnership with the Food Services Manager, ensure that all dietary needs of all Forge Participants are met. Ensuring that the Forge participants have the breakfast food they require and keeping track of what is used.
8. Forge Apprentice recruitment oversight and planning:
9. Identifying and implementing best practices.
10. Recruit to match organizational culture.
11. Conduct interviews and follow through with application processing.
12. Identify what level or place Apprentices arrive at to assist them in growth. Ensure Interns continue to grow in their time with Camp Arnes.
13. Out trip adventure component:
14. Schedule, plan organize and lead all three out trip components of the Apprenticeship Program:
15. Canoe Trip
16. Lake Trek
17. Solo Retreat
18. Make all preparations and be in charge of or oversee all food packing, scheduling and cooking while on trips.
19. Educate the Apprentices on all safety risks and emergency procedures involved in the out trip.
20. Maintain certifications and safety trainings that are required for running the out trips in accordance with MCA standards.
21. Faith formation:
22. Oversee and introduce all Bible teachings and curriculum, ensuring its alignment with Camp’s Statement of Faith and vision of growth and development.
23. How we create an environment for teachable moments and what we share in those moments. All experiences merge to help develop their faith or plant the seed.
24. Identify program objectives and goals.
25. Oversee, schedule and coordinate all guest speakers and professors for all Forge Participants.
26. Oversee and coordinate all details of the Impact Steinbach Bible College Bible module for Interns.
27. Intern Placement and Programing
28. Assign Interns to roles and focus stream for the year.
29. Work with area heads or directors to keep Interns focused and on task through the year.
30. Oversee and coordinate placements, travel and other details of International Camp Exchange Program.
31. Oversee the building of positive and supportive community culture in Forge by overseeing field trips and fun bonding experiences.
32. Human resources:
33. Develop an evaluation/coaching system which measures against our core values and position expectations.
34. Assist in developing prayer as a core to our ministry.
35. Assist in the development and execution of the Forge Participant Manuals. Assist in upholding expectations.
36. Assist and lead in the development of Forge Participant job descriptions.
37. Communicate with parents with regards to any questions or concerns they might have.
38. Leadership development:
39. Develop a mentoring and leadership program for emerging young leaders.
40. Develop and implement leadership evaluations that will encourage and challenge young leaders to continue growing their ability to lead well.
41. Oversee leadership challenges that will highlight and bring to light habits and characteristics of leadership style.
42. Establish relationships with churches, schools and organizations to foster a tri fold development for young leaders.

**General responsibilities**

1. Ensure the safety of yourself, other staff, volunteers and guests through safe work practices and in Camp activities.
2. Assist in secondary duties when needed in other areas of Camp.
3. Share your Christian life and character with guests as opportunities arise.
4. Promote an encouraging and fun environment.
5. Present yourself in a professional manner in appearance and attitude at all times.
6. Uphold all Camp Arnes policies and procedures.
7. Seek out work when daily jobs are done.
8. Do every task with the highest quality and standards in mind.
9. Contribute to the proper care and maintenance of equipment.

**Physical Requirements/Environmental Conditions**

1. Requires prolonged sitting or standing.
2. Requires ability to work in adverse weather conditions, including rain, heat and cold.
3. Requires ability to lift and move objects weighing up to 25 kilograms.