

Job Description: Director of Outdoor and Educational Ministries

I: Direct New Hampshire Conference United Church of Christ Outdoor Ministries programs:

A: Recruitment, hiring, training, and supervision of Outdoor Ministry Programs including: Program Director, Site Manager, Expeditions Coordinator, Office Manager, Food Service Director, Nurse, Chaplain(s), program staff

B: Management and maintenance of site and facilities

C: Implementation of policies and procedures

D: Creation of contracts for the summer program

E: Coordination of promotional events and materials

F: Procurement of all supplies

G: Management of Outdoor Ministries budget in concert with Conference Finance Officer

H: Coordination and supervision of camp registrar

I: Organization of work weekends – spring and fall

J: Plan Outdoor Ministry Board meetings in cooperation with Chair of the Board

K: Oversight of NHC UCC Outdoor Ministries programs at Horton Center and other sites

L: Achieve and maintain ACA accreditation

The Director is expected to live on site at Horton Center for the duration of the summer camping season. The position calls for a level of physical ability commensurate with the rugged nature of the mountaintop environment.

II: Serve as Conference Christian Education/Youth Ministries Coordinator

- Coordinate:
 1. Youth Retreats, including junior and senior high school and confirmation
 2. Training for youth leaders, e.g. Prepared to Serve and Apple Polishing events
 3. Partners in Education recruitment and training
- Initiate:
 1. Communication among educators within the NH Conference
 2. The sharing of educational resources among pastors

- Develop:
 1. Christian Educator training program, leading to national UCC certification
 2. Systems for peer support among educators for the sharing of best practices

- Participate:
 1. By service as NHCUCC staff to the Church Media Center Board
 2. By membership in AUCE and/or NEAUCE

The Director will attend Conference Council monthly meetings with voice but no vote

The Director of Outdoor and Educational Ministries is responsible to the NHCUCC Conference Minister

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