

# WESTMINSTER WOODS

*Westminster Woods values diversity, equity, and inclusion. We welcome all backgrounds, races, abilities, cultures, faiths, orientations, identities, and communities.*

**JOB TITLE:** Westminster Woods Ministries Manager

**JOB LEVEL:** Manager

**SUMMARY:** Westminster Woods Camp and Conference Center is located on 200 acres within the coastal mountain and redwood forest regions of Western Sonoma County, California. Our Ministries Department provides weekend retreats and week-long residential summer programs that focus on spiritual formation, environmental education, and social justice awareness and engagement for people of all ages. Our programs incorporate holistic and experiential education through a variety of teaching techniques including our one-of-a-kind challenge course. For the Ministries Manager position Westminster Woods is looking for a dedicated individual who is committed to faith exploration through a continued commitment in growing closer to God, the environment, others and self.

**STATUS:** Full Time, \$22.00-\$25.00 /hr

**SUPERVISOR:** Westminster Woods Program Director

**SUPERVISES:** Ministries Logistics Coordinator, Summer Ministries Team

**HOW TO APPLY:** Please submit a Cover Letter and a Resume or CV to our Executive Director, Chris Rhodes via email with the subject line "Ministries Manager" to [Chrisr@Westminsterwoods.org](mailto:Chrisr@Westminsterwoods.org)

## **ELIGIBILITY**

Education and Licensure

- Bachelor's degree in related field
- Two years's of professional experience within an equivalent field preferred

## **POSITION EXPECTATIONS**

Westminster Woods is looking for a qualified applicant who:

- Cares for others, fosters strong interpersonal skills, has a high degree of emotional intelligence, and can build enduring relationships
- Possesses exceptional communication and collaboration skills to work with other Program Managers
- Has the ability to triage and manage multiple demands
- Is highly detailed oriented and accurate
- Is a creative and innovative problem solver
- Is committed to continual learning and development while open to giving and receiving feedback
- Demonstrates a commitment to inclusivity and diversity
- Continues to develop computer skills including the ability to learn camp registration softwares
- Is passionate about the work being done within the Ministries Program department and can support Westminster Woods as a whole

## **QUALIFICATIONS:**

- A. Previous leadership experience with Westminster Woods as a Summer staff member is preferred but not mandated.
- B. Strong skills in oral and written communication.
- C. Excellent skills in program planning, organizing, directing and managing staff.
- D. Display genuine interest in and compassion for the mission of WW and its growth and expansion.
- E. Flexible and welcoming to change.
- F. Will be required to work overtime and/or rotating hours.
- G. Ability to work independently and efficiently under busy conditions.
- H. Flexibility working under high demand.

## **ESSENTIAL FUNCTIONS OF THIS POSITION:**

- A. Responsible for developing, budgeting, and directing ministry program offerings including conferences and retreats geared toward pastors, adults, college students, youth, and children.
- B. Work in collaboration with the WW Program Team Managers (School Programs, Challenge Course, Guest Groups) to ensure that programmatic, recreational, administrative and operational standards and policies are implemented and follow best practices.
- C. Plan and execute WW Programs to achieve financial goals established in conjunction with the Executive Director and in consideration of the overall financial situation of WW.
- D. Oversee the Ministry Program Team to ensure the goals and mission of WW are achieved through a structured, annual evaluation processes.
- E. Continually build ministry partnerships with churches, community groups and other camping/conference associations.

- F. Expand and enhance Program offerings to meet the needs of our constituents and thereby increase WW Ministry Program attendance.
- G. Responsible for interviewing/hiring, mentoring, and training summer seasonal staff members to achieve summer ministry goals.

**DUTIES AND RESPONSIBILITIES:**

- A. Be an active member of the Westminster Woods Leadership Team
- B. Attend all mandatory WW meetings
- C. Keep WW Leadership informed of upcoming Program event details
- D. Manage the Ministry Program Department annual budget
- E. Keep abreast of the latest trends in conferences, retreats and workshops
- F. Plan, recruit leadership and oversee arrangements for conferences assuring that all Program Leadership and Participant needs are met.
- G. Oversee the selection process and training of Ministry Program seasonal staff, and volunteers.
- H. Attend Redwoods Presbytery meetings and participate in the life of the Presbytery as commissioned
- I. Maintaining personal spiritual & theological study-life
- J. Other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES**

- A. Adherence to the Theology and Pedagogy of the Presbyterian Church (USA)
- B. Ability to commit to the values and mission of WW
- C. Ability to maintain a flexible schedule, including weekends, weekdays and holidays
- D. Demonstrate ability as a professional leader with the abilities to listen to, understand, work well with, and motivate colleagues.
- E. A positive, outgoing personality with the ability to project enthusiasm for the WW Mission.
- F. Utilize strong verbal, written, analytical and interpersonal skills
- G. Conflict resolution experience
- H. Take initiative and be a troubleshooter with the ability coordinate multiple tasks with minimal supervision
- I. Confidentiality, dependability, honesty, good team player
- J. Computer skills:
  - 1. Microsoft Suite
  - 2. Camp Brain registration system

**BENEFITS PROVIDED**

This position includes medical, dental, vision where the employee pays 25% of the insurance cost. Sick time is accrued at 4 hours per month (6 days a year). Sick time can be accrued up to 160 hours. Vacation time is accrued at 4 hours per month (6 days per year). Vacation can be accrued up to 160 hours. 12 paid holidays per year.