



Pyoca exists to provide a place away from the busy world where people can grow in their relationship with Jesus Christ, with others in a Christian Community, and with themselves.

Pyoca Camp, Conference & Retreat Center

Position Description

Title: Program and Hospitality Coordinator

Purpose:

To supervise and coordinate all aspects of program, retreats and hospitality for user groups to provide the highest level of hospitality attainable for guests of Pyoca.

Accountability:

The Program and Hospitality Coordinator is accountable to the Executive Director of Pyoca Camp, Conference & Retreat Center.

Responsibilities:

Programming:

- Schedule, plan, promote, and supervise the camping and retreat programs for Pyoca.
- Recruit, interview, hire, train, and supervise the paid and volunteer staff and hosts.
- Research, recommend and adapt program curriculum.
- Oversee management and facilitation of program activities offered at Pyoca (i.e. High Ropes Course, Climbing Tower, Initiative Course, Waterfront, etc.)
- Work with the various committees of Pyoca Advisory Council to evaluate and enhance existing programs and develop new programs that meet the needs of Whitewater and Ohio Valley Presbytery.

Hosting:

- Provide primary retreat reservation and scheduling for retreat guest groups.
- Provide hosting services as needed for groups using the Pyoca facilities, acting as the main contact person between Pyoca and the guest groups during their stay.
- Develop and coordinate supplemental group host program.
- Coordinate evaluation and follow-up procedures for the events including securing buildings, invoices and event evaluations.

Marketing/Promotions:

- Market Pyoca programs to children, families, churches and communities within Whitewater Valley and Ohio Valley Presbyteries.
- Make presentations as available to churches and Presbytery related functions promoting the programs and mission of Pyoca.

Administration:

- Develop and manage Pyoca budget for programs in consultation with the Executive Director.
- Oversee the distribution of Pyoca scholarship funds according to Pyoca policies and procedures.

- Maintain ACA Accreditation standards that relate to program and retreat guest groups.
- Assist Pyoca staff in providing routine maintenance functions as appropriate to program development (i.e. routine maintenance and inspection of program areas, assist in housekeeping for building turnaround, etc.)

Knowledge and Abilities:

Required:

- Possess a firm understanding, belief, and faith in Jesus Christ as understood through a Reformed Protestant Theology.
- 3-5 years camp and retreat program management experience.
- People skills: This person must understand and relate well with Children, Youth and Adults.
- Able to facilitate high ropes, climbing tower and initiative courses.
- Willing and able to work 50-60 hours weeks during the summer program season and available to work weekends as dictated by retreat and program groups throughout the year.
- Public speaking and excellent communication skills.
- Physically able to travel the trails and roads that connect the various program elements and facilities at Pyoca.
- Be at least 23 years old.

Preferred:

- A working knowledge and understanding of the Presbyterian Church (U.S.A.).
- Bachelors Degree in a related field (e.g. Recreation, Christian Education, Youth Ministry, etc.)
- Knowledge of and experience with the American Camping Association accreditation standards.
- Computer networking and wireless applications.

Evaluation:

The Executive Director will conduct a review at three and six month's employment, and conduct an annual salary review and evaluation thereafter.

Terms:

This person will be hired for an indefinite term, subject to termination on accordance with the Personnel Policies of Pyoca Camp, Conference and Retreat Center. This is a full-time, exempt position.

Benefits:

Salary Range \$28,000-32,000

Medical and Death Disability through Presbyterian Board of Pensions. (Pension plan begins after three year period.)

Two weeks of vacation plus one week of paid compensation after summer program.