



Lake Wapogasset

LUTHERAN BIBLE CAMP, INC.

Program Director

Job Description 2026

Reports to: Director of Program Administration

Office Location: on-site, Camp Wapo, remote and Ox Lake (seasonally)

Desired Qualifications

- A desire to work in a Christian, faith based organization.
- Good verbal and written communication skills and proficient computer skills.
- Ability to creatively develop faith nurturing opportunities through programs.
- Ability and experience in supervising staff and campers
- Maturity of judgment and a commitment to risk management policies and procedures
- A team player, enthusiastic & creative
- Strong sense of responsibility, resourcefulness and individual initiative
- Exhibits traits of flexibility and believes in the power of outdoor ministry experiences

General Responsibility / Purpose

To advance the mission, vision, strategic direction, goals and objectives of Lake Wapogasset Lutheran Bible Camp, Inc by leading and managing teams of people in the areas of program and retreat at Ox Lake and Camp Wapo.

Essential Function:

- Works with supervisor and Program Team to establish strategic and annual plans, coordinate program opportunities and curriculum across the organization, and assists in overseeing the budget areas assigned to these areas
- Works with the Executive Director and Program Team to identify and evaluate the programs and tasks that will best address strategic direction, goals and objectives
- Leads and assists in the managing of summer weeklong and weekend programming at Camp Wapo & Ox Lake
- Works with the Program Team to create year-round retreat programming at Ox Lake and Camp Wapo
- Works with the Program Committee of the Board to provide faith-filled opportunities at our sites.
- Be a representative to industry events, which may include Lutheran Outdoor Ministries, ELCA Youth Ministry Network, American Camping Association, and Minneapolis, St Paul, and NW Wisconsin Synods

Specific Responsibilities

- Co-Supervises Ox Lake and Camp Wapo summer staff
- Oversees camp risk management policies and procedures including local, state & federal and ACA rules and regulations, specifically at Ox Lake
- Provides safe and healthy environments for staff and campers by complying with ACA and state/county standards and regulations
- Plays a key role in the recruitment and hiring of summer staff for Ox Lake and Camp Wapo programs
- Consistently work at building bridges and connections between organizations, churches and parents/individuals with similar mission goals
- Maintains congregational relationships through a variety of means
- Plans and facilitates programmed youth retreats.
- Plans and facilitates summer programming at Ox Lake, including but not limited to schedule, food preparation, day-to-day logistics, and activities
- Plays a key role in the logistics and supervision of the first aid needs of Camp Wapo and Ox Lake
- Works with the Director of Program Administration to manage the Ox Lake summer and retreat budget lines
- Assists with special events throughout the year
- Other duties as assigned
- The scope of duties for this position includes working some nights and weekends.