



Title: Program Manager
Classification: Full-Time, Non-Exempt
Location: Gretna Glen Camp & Retreat Center
Reports To: Operations Director/Executive Director

Gretna Glen Camp & Retreat Center is owned and operated by the Eastern Pennsylvania Conference of The United Methodist Church.

Our mission is to joyfully welcome all people into God's creation, gathering together in community, and inspiring each other to do good.

Gretna Glen Camp & Retreat Center

Program Manager

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General Information

Gretna Glen Camp and Retreat Center, near Mt. Gretna, PA is about 15 minutes east of Hershey, PA. Gretna Glen is owned and operated by the Eastern Pennsylvania Conference of The United Methodist Church.

Campers and retreat guests come from all walks of life, church denominations, colleges and other organizations. We are grateful for the diversity of opportunities that abound from this sacred space. Gretna Glen is open year-round and serves on average 9,000-10,000 unique guests annually, through summer camp, school groups, retreats and site sponsored events.

Gretna Glen has a year-round staff of 6 dedicated team members, a summer staff team of 45 and over 100 volunteers that serve with us throughout the year.

Position Overview:

The Program Manager is responsible for managing the planning, development, and execution of programming at Gretna Glen, including summer camp, site events, and our outdoor education program. The role focuses on creating engaging, impactful experiences that align with our mission and vision. As a key member of the leadership team, the Program Manager will collaborate with a dedicated group of experienced leaders to ensure the success of each program. Together, we will foster a safe, welcoming, and spiritually enriching environment for campers and guests of all ages.

Key Responsibilities:

Program Development & Planning:

Design and implement age-appropriate, faith-centered programs for summer camp, retreats, and site-sponsored events. Develop and maintain schedules for camp programs, activities, and events. Ensure that all programs reflect the camp's Christian values and mission.

Team Leadership & Training:

Lead, train, and mentor program staff, including counselors. Provide ongoing support, feedback, and guidance to the program team to ensure the highest level of quality in activities and camper/guest interactions.

Camper & Guest Experience & Safety:

Ensure that all camp programs are safe, enjoyable, and enriching for all participants. Monitor the physical, emotional, and spiritual well-being of campers, ensuring they receive the appropriate support and care. Respond promptly and effectively to any camper/guest concerns or emergencies. Gretna Glen is ACA Accredited.

Logistics & Resources Management:

Oversee the setup, organization, and breakdown of program spaces, materials, and equipment. Ensure that all activities and programs have the necessary supplies and resources to run smoothly. Manage and maintain equipment inventory, including ensuring that supplies are in proper condition.

Communication & Collaboration:

Serve as a primary point of contact for volunteers, and external partners regarding program details. Collaborate with the camp leadership team to ensure alignment between program goals and the overall mission of Gretna Glen. Maintain open and transparent communication with all staff members to ensure program needs are met.

Hosting & Guest Services:

At Gretna Glen, Hosting & Guest Services is shared among several team members. It is a crucial role in creating a welcoming and supportive environment for all guest groups. This team is responsible for hosting, preparing guest spaces, and ensuring all needs are met during their stay. Responsibilities include greeting and assisting guest groups, preparing accommodations and supporting foodservice. The Hosting & Guest Services team is

integral to maintaining the camp's culture of hospitality, ensuring that each guest group experiences exceptional service and a comfortable, well-supported visit. The program manager will serve guest groups as assigned.

Qualifications:

- A deep commitment to the Christian faith and the mission of the camp.
- Three plus years of year-round experience in camp programming or youth ministry is preferred.
- Strong leadership and organizational skills, with the ability to manage multiple tasks and priorities. Self-starter.
- Excellent communication and interpersonal skills, with the ability to connect with staff, campers, and families.
- Ability to work in a fast-paced, dynamic environment while maintaining a positive and professional demeanor.

Education

Associate or bachelor's degree or three or more years of experience in related field. CPR, First Aid, and Lifeguard certification (or willingness to obtain) is a plus.

Travel

This position may require some travel outside of the area, mostly for training opportunities.

Physical Abilities Required:

- **Ability to Perform High Ropes and Low Ropes Activities:** Must be able to safely participate in and assist with high ropes and low ropes activities, which may involve climbing, balancing, and navigating various obstacle courses at elevated heights or on the ground. This requires strength, coordination, and the ability to remain calm and focused in a dynamic, outdoor environment.
- **Physical Endurance and Strength:** Must be able to lift, carry, and move heavy items up to 50 lbs such as equipment, supplies, and camp materials. This may include setting up or breaking down activities and supporting the physical demands of camp maintenance and events.
- **Stamina for Outdoor Activities:** Must be capable of standing, walking, and engaging in physical activity for extended periods of time, sometimes in varying weather conditions.
- **Manual Dexterity and Agility:** Ability to use hands and arms to manipulate equipment, set up activity areas, and ensure the safety and proper functioning of camp facilities.
- **Balance and Coordination:** Ability to maintain balance and coordination while assisting with camp activities or supporting campers during physical challenges.

These physical requirements are necessary to help ensure the smooth operation of camp activities and the safety and enjoyment of all campers, guest and staff.

A valid driver's license and background check/clearances are required for this position.

Compensation:**This position is a full-time year-round position**

Salary Range \$32,000-\$40,000, Benefits include healthcare and pension along with an option for onsite housing. Overtime is paid for over 40 hours per week. Summer and busier times of the year do make OT mandatory.

Application Process:

Interested candidates should submit a resume and cover letter to Apryl Miller, Executive Director. director@gretnaglen.org

Start Date:

March 1st, 2025

Eastern Pennsylvania Conference of the United Methodist Church is an equal opportunity employer. We welcome applicants from all backgrounds who are committed to our mission of providing a Christ-centered camp experience.

Gretna Glen Camp & Retreat Center 87 Old Mine Road Lebanon, PA 17042 717-273-6525