

Title: Associate Director Camp Harlow

Department: Camp Harlow

Date (Revised): August 2025

Purpose/Position Overview: The Associate Director of the Christian camp provides leadership and oversight for year-round programming and discipleship initiatives. This role focuses on developing, coordinating, and implementing Christ-centered programs that foster spiritual growth and community impact. The Associate Director collaborates with other pastors on staff at First Baptist Church of Eugene for outreach, ministry and discipleship. This person will direct and give support to the Summer Program Director and will coordinate all programming facility usage, finances, and activities at Camp Harlow.

Spiritual Requirements:

1. Affirmed and approved by First Baptist Church as a recognized member and leader of the church body.
2. Willingly submits to the First Baptist Church Membership Commitment and all other commitments as taught in the Next Steps Class.
3. Committed to Love God and Love People, and encourage others to do the same.
4. Meets character/spiritual qualifications of a Spirit-empowered, Gospel-centered, relationally-invested church leader.
 - a. Above reproach (I Tim. 3:2; Titus 1:7)
 - b. Demonstrates godly character (Tim. 3:2-3, 8; Titus 1:6-8)
 - c. Knows how to lead and how to follow (Titus 1:6)
 - d. Ministers to his/her family (I Tim. 3:4; Titus 1:6)
 - e. Able to communicate the Word of God to others and give instruction in sound doctrine (Titus 1:9; Heb. 13:7)
 - f. Good reputation with outsiders/non-believers (I Tim. 3:7)
 - g. Full of the Spirit and wisdom (Acts 6:3)

Team Commitment

To support *Unity (Homothumadon)* within our team (Acts 2:46; 4:24; 5:12; 8:6):

1. I will focus my ministry on the **Mission** of FBC: To Love God and Love People as we Glorify Him with a lifestyle of worship, Grow in our relationship with Him, Serve others, and Share God's Story.
2. I will focus my ministry on the **Purpose & Vision** of FBC: To shape disciples, embrace the younger generations, engage our community, be missional and live generously.

3. I will focus my ministry on the **Strategy** of FBC: Disciples are made in the context of missional communities and authentic relationships. Missional communities are nurtured in five environments – large, medium, and small gatherings, individual time with God, and our global focus.
4. I will invest my **Resources** in FBC: Realizing our common mission, purpose, vision, and strategy requires that we generously invest our personal, God-given time, talents, and treasures in the work of First Baptist Church of Eugene.

General Areas of Responsibility

1. Directing year around programming to include camps, retreats, events, and recruitment for all ages at Camp Harlow.
2. Provide guidance, leadership, and oversight of the summer camp program and Summer Camp Program Director.
3. Responsible for connecting with churches, organizations, and schools to promote opportunities to use Camp Harlow for their programming needs
4. Responsible for leadership of all programming elements for Camp Harlow including horses, pool, go-carts, adventure elements, etc.
5. Responsible for financial projections, cost budgeting, and expenditure management of programs, activities, and recruiting at camp.
6. Attend and help lead weekly Camp Harlow staff meetings.
7. Oversee and coordinate discipleship and mentoring Camp Harlow summer staff and new believing campers.
8. Collaborate with FBC's Family Ministry team to develop a discipleship strategy for summer staff, campers, and church attenders.
9. Collaborate with other pastors on the FBC staff to connect campers with no church affiliation to FBC ministries.
10. Collaborate and partner with the Missions and Outreach Pastor to create and lead 2-3 outreach/local ministry events per year.
11. Collaborate and partner with the Spiritual Formations Pastor to create and lead one large discipleship focused event per year.
12. Connecting with the community Camp Harlow serves such as faith based organizations, schools and other nonprofits, and with the various regulators and supporters of Camp Harlow.
13. Participant in FBC Family Ministry monthly meetings, FBC pastoral meetings, and other FBC pastoral duties such as hospital visits, pastor on call, serving in worship, etc.

Special Knowledge/Skills Required

1. Ability to lead and direct large groups in a dynamic way.
2. Creative and adaptable to bring fresh ideas to connect with the community.
3. Detail focused with the ability to keep up with all regulations, safety standards, risk management of programming elements, etc.
4. Spiritual Formation/Mentoring of leaders and staff



Education/Experience/Desired

1. College Degree required.
2. Camping Ministry, Spiritual Formation, Pastoral Care, and/or ministry experience preferred.

Directly Reports to

Camp Harlow Executive Director

Terms of Employment

Full time Exempt Pastor

Signature of Pastor/Employee

Date

Signature of Supervisor

Date

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned or negotiated to meet the ongoing needs of the organization. From time to time this job description may be modified, changed, added to, or reduced.

