

# AGAPÉ ✝ KURE BEACH MINISTRIES

## **JOB DESCRIPTION:**

### **ENVIRONMENTAL EDUCATION DIRECTOR AGAPÉ CENTER FOR ENVIRONMENTAL EDUCATION (ACE Ed.)**

#### **MISSION STATEMENT:**

ACE Education seeks to build awareness and appreciation in North Carolina (NC) school students and guests through hands-on experiences aimed to encourage responsible decision-making and care of the natural world.

#### **GOAL:**

To enable teachers and students to meet the goals of the NC Essential Standards for Science and Social Studies.

#### **IN OUR CORE VALUES WE PROMISE TO:**

1. Passionately teach about the natural world
2. Intentionally offer programs to meet goals
3. Enthusiastically interact with children and adults
4. Hold safety of all guests as primary
5. Deliver educational excellence

**PURPOSE OF POSITION:** To serve as the administrator of the ACE Ed. program. To play a key role in developing and leading on-site programs of environmental education for summer campers, retreat guests, schools and members of the community. To share our mission of teaching creation stewardship and making that mission a vital part of our hospitality ministry. To be an active part of a team ministry that seeks to provide excellence and guest satisfaction as we work to meet the programmatic needs of those we serve using the Agapé ✝ Kure Beach Ministries mission statement as our guide.

**POSITION DATES:** Begin September 2024. Reviewed Annually.

**POSITION HOURS:** Salaried position based on a minimum of 40 hours per week annually. This position will require occasional work on holidays, weekends, and nights.

**POSITION SALARY:** \$35,000-\$45,000

**BENEFITS:** Health insurance, retirement contributions, vacation, continuing education, and flexible work schedule.

**POSITION LOCATION:** Camp Agapé – 1369 Tyler Dewar Lane, Fuquay-Varina, NC 27526

**RESPONSIBLE TO:** Executive Director

#### **KEY RESPONSIBILITIES:**

##### **PROGRAM:**

- To develop and be coordinator of a hands-on environmental education program targeted at area school, church, and community organizations
- To develop and lead two hours of environmental activities with each summer on-site residential camp group
- To develop and teach staff to lead environmental education activities for summer Day Camp programs
- To establish and maintain a hands-on display area in the pond side Nature Center
- To monitor and make proposals for Christ-centered stewardship of the land and resources on the site. Including: recycling, composting, land management, etc.
- To serve as project manager in the coordination of the annual fundraising events
- To work with assistant on all overnight and extended stay ACE Education events
- To coordinate with assistant on outreach of the ACE at Your Place program
- To coordinate with assistant on Saturday Safari programs

**ADMINISTRATION:**

- To keep and provide accurate record keeping pertaining to guest numbers and types of groups participating in ACE education for year-end reports to the Agapé + Kure Beach Ministries office
- To hire, train, manage and review the work of part-time ACE educators
- To submit quarterly activity reports as requested by the Executive Director
- To make budget requests and income projections for the budget process each fall
- To monitor budget as a project manager to stay within budget parameters
- To take advantage of local, regional, and national levels of the Lutheran Outdoor Ministries (LOM) Network in the Evangelical Lutheran Church in America (ELCA)
- To be an active participant in statewide environmental organizations keeping the ministry in touch with partner organizations across the state
- To work with other A+KB Ministries staff to move the organization toward American Camping Association (ACA) accreditation

**MARKETING:**

- In conjunction with the Marketing Director create marketing materials related to the ACE Education program and make recommendations for their distribution.
- Contribute to “*Current Waves*” newsletter
- To be available as a staff team member to assist with special events at camp: Open House, River of Hope, O Holy Night, etc.

**VOLUNTEER COORDINATION:**

- To coordinate volunteer activity related to the Adopt an Agapé Trail program

**DESIRED SKILLS AND EXPERIENCE:**

- Previous experience working or directing a similar environmental education program
- Previous experience in personnel management and leadership
- A bachelor’s degree or higher in a related field
- Previous experience working at an outdoor ministry

**REQUIREMENTS:**

- Must be able to work primarily onsite with little opportunity for remote work
- Must reside close enough to Camp Agapé so that travel does not interfere with the job requirements
- Valid NC driver’s license
- Must be able to be on one’s feet and be able to walk on uneven terrain for long periods of time

**Please submit a cover letter, resume, and 3 references to:**

Lee Lindeman  
Interim Executive Director  
Agapé ☪ Kure Beach Ministries  
1369 Tyler Dewar Lane ☪ Fuquay-Varina, NC 27526  
[exec@agapekurebeach.org](mailto:exec@agapekurebeach.org)  
919-552-9421

Applications will be accepted through April 30, 2024 or until the position is filled.