

<b>Job Title:</b> Camp Retreat Center Director	<b>Status:</b> Full-Time, Exempt
<b>Reports To:</b> Director of Age Level Ministries & Beloved Community	<b>Compensation:</b> Starting at \$45,000 Commensurate with Experience

## OBJECTIVE

The Camp Retreat Center Director is responsible for a range of experiences, programs, and services that will help guests and participants encounter Christ, community, and creation, to embrace the way of love as their way of life.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Overall Responsibilities & Accountability:

- The Director shall have the responsibility of overseeing the total camp/retreat center operations for the center under his or her supervision and adhere to policies set for the Camp and Retreat Ministries.
- The Director shall establish a quality environment of Christian hospitality and learning consistent with our mission and vision.
- The Director will work on a collaborative Conference Camp and Retreat Ministry Team and will build strong supportive relationships with other Center Directors, Program Deans, Center Staff, Local Church and Extension Ministry Leaders, the Camp Retreat Ministry Committee, and the Central Office Team. He or She shall actively contribute to the fulfillment of the goals and direction of the overall, united Camp Retreat Ministry of the Susquehanna Conference of the UMC.
- The Director shall work toward the fulfillment of the mission among staff and guests, endeavoring to create a loving, cooperative staff team of servant leaders focused on embodying the love of Christ and fulfilling our shared mission and vision.
- The Director will value the UMC, while honoring U.M theology and spiritual practices as well as engaging collaboratively in the fulfillment of our mission (the Director does not necessarily need to be UM but must be of the heart and mind to find joy and meaning in engaging deeply with the UM community, its core Christian values, and its purpose).

### Camp Retreat Ministry Leadership:

- Recruit and work in partnership with volunteer deans and be a primary guide, trainer, and support person with them. Coordinate hospitality and hosting services so that they are responsive to overall program needs.
- Partner with local UM congregations to create faith and leadership development experiences that connect directly with local church settings, provide pathways of discipleship, and engage people in outreach initiatives. Promote Camp/Retreat opportunities and collaborations among UM Churches and groups. Work toward

broad local church and conference support that integrates Camp Retreat Ministry with the priorities of the Conference.

- Provide experiences and opportunities that inspire persons in deepening their relationship with Christ, decisions of faith, and to explore calls to Christian service within and beyond the Church.
- Maintain American Red Cross or equivalent First Aid and CPR certification. Maintain other certifications necessary to fulfill specific health, operational or risk management requirements.
- Develop meaningful site-based resources and growth activities that adhere to best practices and applicable standards with training to assure quality and safety.
- Provide staff support to the overall Camp Retreat Ministry Team as assigned.
- Help design and lead volunteer training and support services for deans, volunteer leaders, transformational partner groups, guest groups, etc. Recruit, train and develop trustworthy and capable volunteers and staff.

#### Hosting & Hospitality:

- Orient all staff members in hosting/hospitality skills, in order to provide quality environments of Christian hospitality and learning for all groups we serve. Be creative in using the grounds and physical spaces themselves as ways to teach and engage people in experiences and learning central to our mission.
- Make sure all groups are welcomed and oriented to the guidelines of the site. Establish and follow sound health care and risk management plans for the site and its operations.
- Oversee food service staff and operations, providing healthy and tasty food from the perspective of those we serve while following state health and American Camp Association guidelines.
- Oversee maintenance staff and hospitality services so that the grounds, lodging areas, meeting facilities and equipment are clean and well maintained while stewarding the care of creation and the natural environment.
- Develop effective outreach and collaboration directed toward religiously affiliated and other non-profit groups who are transformation partners endeavoring to do good, transform lives and society through loving action, and developing persons for leadership who care for the vulnerable and embrace the wide diversity of our human family.
- Design pre-arrival information, telephone interactions, office space and other public relation contact points so that a practice of excellence and responsiveness is consistent.
- Create continual feedback and evaluation methods related to the mission, facilities, operations, and staff. Instill a positive commitment among the ministry team for on-going improvement.
- Emphasize win/win problem solving strategies in dealing with challenges or conflict.

- Teach and practice love and attentiveness to the natural world as stewards of the whole community of God and as an avenue of hearing God's voice and growing spiritually.
- Oversee all controlled risk activities making sure that proper equipment, procedures, and staff preparation are maintained to meet best practices in leading activities that require special supervision.

#### Administration & Personnel:

- Meet or exceed the policies of the Camp and Retreat Ministries of the Susquehanna Conference, governmental regulations, and American Camp Association Accreditation guidelines.
- Endeavor to ensure that persons who are hired have a genuine commitment and giftedness to fulfill the Camp Retreat Ministry Mission as well as the ability to do the specific ministry roles they are hired for.
- Support the unified efforts and needs of the total Camp Retreat Ministry as a united connection of multiple sites, programs, and initiatives, in addition to the needs of your particular site.
- Interview, hire, train, supervise and when needed, initiate the termination process for camp/retreat site personnel under your supervision. Your role as a supervisor is to seek trustworthy and capable people, and then help them to grow and succeed in doing their ministry tasks in a quality way.
- Establish regular times of renewal and spiritual growth for self, staff, and volunteers.
- Maintain all required records related to the camp or retreat center operations.
- Administer finances of the camp/retreat center within the established budget guidelines adjusted for changes in projected income following best practices of financial oversight. Create a strong, sustainable financial stewardship that provides healthy resources to fulfill the mission now and in the future.
- Establish genuine, caring relationships with donor partners and widen the circle of donors who undergird the ministry and its development while providing meaning and an avenue for the spiritual practice of generosity for those who want to be a part of the outcomes and impact of Camp and Retreat Ministry.
- Work with maintenance staff to create a preventative maintenance plan and oversee its fulfillment. This plan shall include maintaining and annually updating the center's inventories of facilities, equipment and resources.
- Make recommendations for long-range ministry and site development planning. Work within the Camp Retreat Ministry processes to incorporate new aspects to the overall Master Plan of the whole ministry before proceeding with any major changes or additions.
- Provide reports and requested information along with insights, so sound decisions can be made collaboratively.
- Help recruit and effectively support volunteer work and mission groups to assist with center-based projects and other broader initiatives of the whole ministry.
- Oversee, with the help of maintenance staff, any approved construction projects.

#### Other Essential Abilities:

- Ability to communicate well with staff, volunteers, and guests/participants.
- Ability to traverse uneven terrain and observe camp/retreat grounds, facilities, and programs, in order to assess facilities and recognize hazards or potential harm then intervene actively to prevent accidents/incidents.
- Ability to nurture Christian community and to lead and teach caring forms problem solving.
- The ability to be proactive and a self-starter who organizes well for reliable follow through.
- The ability to lead experiential learning and Christian faith formation experiences.
- The ability to form strong, mutually caring teamwork with the wide variety of groups we serve as well as with the Camp and Retreat Ministry Team.
- The ability to stay attentive and engaged in life and leadership founded upon love with God, others, oneself, and all of creation.
- The ability and follow through to engage in life-long learning and continuing education that enhance leadership skills and missional effectiveness.
- The ability to flex travel and work schedules to accommodate and serve groups meeting at your center, other duties, along with travel to meet with partner groups, individuals and to participate in team meetings.
- The ability to work amicably and collaboratively under supervision.
- The ability to make presentations and to speak well in front of groups.

#### **QUALIFICATIONS**

Successful applicants will have a deep Christian faith and practice and the ability to lead and teach experiential faith formation. This position requires:

- A bachelor's degree and/or camp retreat ministry certification preferred.
- At least two prior seasons of administrative or supervisory experience in an organized camp and retreat center (or similar setting).
- The ability to lift 40 pounds to shoulder height.
- At least 25 years old
- PA State Police, ChildLine, and FBI Fingerprinting Background Clearances