

# **JOB DESCRIPTION FOR SAWTOOTH CAMP DIRECTOR**

## **Qualifications**

1. A bachelor's degree or appropriate professional certification.
2. Administrative or supervisory experience in an organized camp.
3. Has assessed personal needs in core areas of accepted camp management practices and has attended a professional development workshop, institute, seminar, or course, within the past three years to address that need (s) or present plans to address such need(s).
4. Ability to work at a remote location and live on-site without access to phone service nor television access and limited internet access.
5. Is at least 25 years old

## **B. Responsibilities and Accountability**

1. The Director is an employee of the Camp and Retreat Ministries Team of the Oregon-Idaho Conference.
2. The Director shall work under the supervision of the Executive Director.
3. The Director shall have the responsibility of overseeing the total camp operations, and adhere to policies set by the Camp and Retreat Ministries Team. The Director shall establish a quality environment of Christian hospitality and learning consistent with our mission statement. Directors are instructed to implement approved master plans for the site/ministry.
4. The Director shall work toward the fulfillment of the mission among staff and guests, endeavoring to create a loving, cooperative staff team focused on ministry.

## **C. CRM and Local Church Events Responsibilities**

1. Recruit and work in partnership with volunteer deans and be a primary support person to them. Coordinate hospitality and hosting services so that they are responsive to overall program needs.
2. Promote Camp/Retreat events among United Methodist churches and groups. Partner with local U.M. congregations to create faith and leadership development experiences that connect directly with local church settings. Work toward broad local church and conference support of camp and retreat ministry.
3. Maintain American Red Cross or equivalent First Aid and CPR certification. Maintain other certifications necessary to fulfill specific health or risk management assignments.
4. Develop meaningful site-based resources and learning activities including applicable standards and training to assure quality and safety.
5. Provide staff support to the CRM and its Divisions as assigned.
6. Help design and lead volunteer training and support services for deans and their staffs. Recruit and train trustworthy and capable volunteers.

#### ***D. Hosting/Hospitality Responsibilities***

1. Train 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 people concepts that are central to our mission.
2. 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.
3. Oversee food service staff and operations, providing healthy and tasty food from the perspective of those we serve, and following state health and ACA standards.
4. Oversee maintenance staff and services so that the grounds, lodging areas, meeting facilities and equipment are clean and well maintained, and adhere to ACA standards.
5. Develop effective marketing efforts directed toward non-profit groups who may benefit from a quality environment of Christian hospitality and learning. Work cooperatively with the CRM Marketing Coordinator on joint marketing plans.
6. Design pre-arrival information, telephone interactions, office space and other public relation contact points so that a reputation of quality and responsiveness is consistent.
7. Create continual feedback and evaluation methods related to the facilities, operations and staff. Instill a positive commitment among the ministry team toward on-going improvement.
8. Emphasize win/win problem solving strategies in dealing with problems or conflict.
9. Protect and nurture the natural environment of the site.

#### ***E. Administration and Personnel Responsibilities***

1. Meet or exceed the policies of the Camp and Retreat Ministries Team, governmental regulations, and American Camping Association Accreditation Standards.
2. Endeavor to ensure that persons who are hired have a genuine commitment to the CRM Mission as well as the ability to do the specific tasks needed.
3. Support the unified efforts and needs of the total CRM, in addition to the needs of your particular site.
4. Interview, hire, train, supervise and when needed, initiate the termination process for camp personnel. Your role as a supervisor is to seek trustworthy and capable persons, and then help them to succeed in doing their ministry and tasks in a quality way.
5. Establish regular times of renewal for self, staff and volunteers.
6. Maintain all required records related to the camp or retreat center operations.
7. Administer finances of the camp/retreat center within the CRM budget guidelines with adjustments for projected income.
8. Work with maintenance staff to create a preventative maintenance plan and oversee its fulfillment. This plan shall include maintaining and annually updating site inventories.
9. Make recommendations for long-range ministry and site development. Work within the CRM processes to incorporate new plans into the CRM Master Plan before proceeding with the changes or additions.

10. Provide information based on your experience, so the Site Ministry Team, CRM and other groups can make decisions with sound input and sensitivity to how decisions will impact other parts of the CRM system.
11. Help recruit and support volunteer work groups to assist with appropriate projects.
12. Oversee, with the help of maintenance staff, any approved construction projects.
13. Develop and work with a Site Ministry Team

**F. Other Essential Abilities**

1. Ability to communicate effectively with other staff and guests/participants.
2. Ability to observe camp/retreat grounds and facilities and recognize hazards or potential hazards and intervene actively to prevent accidents/incidents.
3. Ability to observe situations and apply emergency or loving behavioral management strategies.

**Please answer the following questions and submit your answers along with your resume to [campingjobs@gocamping.org](mailto:campingjobs@gocamping.org)**

1. How do you envision living out our mission of “creating quality environments of Christian hospitality and learning” at the Sawtooth United Methodist Camp?
2. What experience do you have with team building?
3. United Methodist Camp and Retreat ministry is built upon 7 foundations (see the list below). Please choose one to write about in relationship to your understanding of outdoor ministry.
  - a. Provide intentional places and experiences apart.
  - b. Extend genuine Christian hospitality and community.
  - c. Nurture Christian faith and discipleship.
  - d. Develop Christian spiritual leaders.
  - e. Teach creation care and appreciation.
  - f. Collaborate with churches and agencies.
  - g. Inspire and equip all guests to do love and service.