

Site Director Position at Pictured Rocks Camp and Retreat Center

Iowa Annual Conference of The United Methodist Church

"The mission of The United Methodist Church is to make disciples for Jesus Christ for the transformation of the World."

Job Title: Site Director

Location: Pictured Rocks Camp and Retreat Center, Monticello, Iowa

Reports to: Leadership Development Minister of Camps and Christian Formation and Iowa UMC Camp, Conference and Retreat Centers Board

Position Purpose and Function:

To provide leadership, supervision, administration and visioning for the year round ministry and operations of the Pictured Rocks site of the Iowa United Methodist Camps and Retreat Centers. This includes providing guidance and supervision to full-time and part-time staff and volunteers at the camp. It also entails providing a safe environment and hospitality to over 300 summer campers and many other retreat groups and guests during the duration of the year. The position is responsible for providing innovative leadership as it relates to developing unique ministry programs for people of all ages that will allow for faith development and growth as Christian disciples.

Essential Job Functions:

1. Design, deliver, and evaluate camp programs that meet the needs and interests of the camps target populations and ensure their delivery in a safe and quality manner.
 - ◆ Remain current with information on the developmental needs of youth.
 - ◆ Annually seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
 - ◆ Develop and implement crisis and risk management procedures.
 - ◆ Design and ensure delivery of programs and activities appropriate to the camper population.
2. Oversee the financial management and fund development operations to allow for adequate annual funding and to meet long-term goals.
 - ◆ Develop and monitor budget for the camp operations.
 - ◆ Develop and design long-term fund raising strategies for the camp program and facilities.
3. Design and implement a marketing plan to increase camp and retreat attendance and camp usage.
 - ◆ Prepare and analyze enrollment trends.
 - ◆ Develop and implement recruitment and retention strategies.
 - ◆ Marketing will include building relationships with the churches of the Iowa Annual Conference of The United Methodist Church and also many non-faith agencies and businesses.
 - ◆ This will include use of print, radio, internet and one-on-one marketing.
4. Work collaboratively with a statewide camping management team and a non-profit board.
 - ◆ Work closely with the team of directors, which includes three site directors and the LDM for Camps and Christian Formation.

- ◆ Be the working group for the Board of Camps, Conference and Retreat Ministries (BOCCRM) in areas of maintenance, capital projects, budget, staffing, marketing and program.
 - ◆ Prepare and present thoughtful/strategic proposals in areas listed above to BOCCRM for discussions, questions, and final approval.
 - ◆ Work closely and with transparency, with the treasurer's office to ensure accurate and timely information, and to be held accountable.
5. Implement human resource management practices to recruit and retain seasonal and year-round staff.
 - ◆ Recruit staff based on camper enrollment and program management requirements.
 - ◆ Hire, train, supervise, and evaluate seasonal and year-round staff.
 6. Manage property development and maintenance needs to ensure stewardship of current resources and identification of future needs.
 - ◆ Conduct annual assessment of property and maintenance needs.
 - ◆ Prepare annual and long-term property plan.
 7. Manage, market, and develop retreat opportunities for faith and non-faith related organizations. This will primarily occur during the fall, winter, and spring, but also may happen during summer camping season.
 8. Oversee the daily operation of the camp and retreat center including food service, program, business, camper and staff supervision, and health care.
 - ◆ Oversee the management of the food service area through supervision of Food Service Manager and review of food service program.
 - ◆ Secure sufficient coverage in health care staff and their implementation of the health care plan.
 - ◆ Develop and oversee the business management functions of the camp including financial record keeping, office operations, camp store, etc.
 - ◆ Oversee the systematic approach to data base management for campers, families, alumni, and donors.
 - ◆ Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.

Required Knowledge and Skills:

- ◆ Faith in Jesus Christ, regular participation in Christian disciplines, and an ability to share one's faith with others while also being sensitive to the faith needs of others.
- ◆ Strong management skills in working with finance and budgets, staff, facilities, grounds, food service, vendors, consultants, and projects.
- ◆ A passion for camp and retreat ministries, and a love of how God can change lives within an outdoor setting.
- ◆ Ability to work with people of all ages and backgrounds; sensitivity to people of other faith backgrounds.
- ◆ Knowledge and ability to maintain current accreditation by the American Camp Association.
- ◆ Communication and marketing skills through spoken, written, and web-based media.
- ◆ Leadership skills to inspire and motivate others to perform well and to accept feedback from others.
- ◆ Experience in development and preparation of Christian programming in a camp setting.
- ◆ Certification in First Aid and CPR or higher. To ensure year-round programming (high/low ropes, activities/experiences, canoeing, spelunking, mountain boarding, etc.) is facilitated by qualified/certified staff.

- ◆ Ability to effectively use office and management technology, such as computers, faxes, etc.

Education/Experience:

- ◆ A strong personal spiritual relationship with God that is integrated into daily life.
- ◆ Bachelor's degree (minimum) in a related field to camp ministry (leisure studies, environmental education, forestry management, etc.).
- ◆ Minimum of five years in Christian camp and retreat ministry or related experience.
- ◆ Working knowledge of management and budgeting.

Physical Requirements:

This position would require the ability to listen to others, observe others' actions, read text and information. Also requires understanding and comprehension of instructions and manuals, and the physical ability to move around the camp in various environmental conditions. Approximately 50-75% of the time will require sitting for office work and moving around the camp. Must possess the ability to bend, kneel, lift, and/or carry objects at times. The position includes involvement in activities with youth and children. Traveling to promote the camp will most likely be 35% of the position, with most happening in the fall and spring of the year. This position will also require the flexibility to work irregular hours during various weather conditions.

Note:

This job description describes the general nature of the job and should not be construed as an exhaustive list of responsibilities, duties, or skills required. Job descriptions do not establish a contract for employment and are subject to change at the discretion of the employer.