

Camp Highroad

Camp Director Job Description

August 2023

Camp Highroad exists to be an outdoor ministry set apart to serve, grow and renew all who visit.

Our Vision is to create expansive and enriching year-round experiences for people of all ages. This vision is anchored in Christianity and supported by a fully equipped staff and engaged community, operating with updated, sustainable systems and facilities. Camp Highroad is a ministry of the United Methodist Church.

The Camp Director, under the direction of the Board of Directors, will lead a team of full, part time and seasonal staff to achieve this mission and vision. This will involve supervision of staff, programs and physical plant while ensuring good stewardship of camp finances. All functions and activities will be performed in accordance with the core values of the Camp and all Camp policies.

Qualifications:

1. An active faith in Jesus Christ and a desire to see all come to know and grow in Him.
2. Experience in camp ministry including as staff and supervisor as well as administrative experience. including budgets and finances and fundraising.
3. The ideal candidate will have post high school education with bachelor's degree desirable.
4. Physically able to handle the demands and rigors of a schedule and responsibilities that can result in long and demanding days.
5. Possess proven interpersonal and public relations skills.

General Responsibilities:

1. Responsible for the overall operation of the Camp, including:
 - a. Existing and new programs with emphasis of achieving camp mission and vision.
 - b. Maintenance of physical plant as well as planning for new facilities.
 - c. Development of budgets and regular financial reporting and proper accounting function, while working with the Board to raise necessary funds.
 - d. Ensure all health and safety standards for staff, campers and guests are attended to.
 - e. Supervision of all communications including website and social media.
2. Provide leadership and oversight for all staff, including:
 - a. Recruit, equip and deploy all staff, balancing helping out where needed but with the goal of managing and leading.
 - b. Evaluate staff, attending to promotion and employee development.
 - c. Ensure regular staff meetings occur together with effective communication and collaboration for all staff .
3. Work with Camp Board to achieve mission and vision including connection with Board subcommittees, strategic planning, providing regular reports and updates while performing other responsibilities as necessary.

Evaluation and Benefits:

1. Annual evaluation will occur by the Board in accordance with the employee manual whose policies are incorporated herein as are other written policies.
2. Competitive salary plus health insurance for Director and family, pension and housing provided on camp grounds. It is expected that the Camp Director will join other scheduled staff and be available to respond 24/7 to emergencies as well as take their turn in rotation for weekend duty.

Authority:

The Camp Director has the authority to implement the policies of the Board of Directors, to administer and manage day to day operations of Camp, its staff, programs and the development functions of the Camp.

Please send resume to Board Chair, Pastor Chris Riedel at PastorChris@ArcolaChurch.org
Please note "Camp Director" in subject line.