

POSITION DESCRIPTION
Camp and Retreat Ministries (CRM)
Holston Conference of the United Methodist Church

Position Title: CAMP DIRECTOR

Supervisor: CRM Executive Director

Compensation Level:

Location: Camp Wesley Woods, Townsend, Tennessee
Camp Lookout, Rising Fawn, Georgia
Camp Dickenson, Fries, Virginia
Camp Bays Mountain, Kingsport, Tennessee
Camp in the Community, Holston Conference United Methodist Churches

Directions for Program and Policy Issues Received From: CRM Board of Directors

PURPOSE AND GENERAL DESCRIPTION OF JOB:

A CRM Camp Director is responsible for directing the overall mission and site operation of a Holston Conference Camp in concert with the Holston Conference vision for ministry, under the governance of the CRM Board and the local Camp Board. This responsibility includes ministry design and direction, and supervision of the business operation, including: personnel management, property and facilities management, and financial planning and management.

ESSENTIAL FUNCTIONS:

1. Design and direct the implementation of ministries that fulfill the Holston Conference vision for ministry according to the mission and core values of Holston Conference Camp and Retreat Ministries, Inc. on behalf of the camp governing board.
2. Resource the Camp Board in the governance of the camp ministry operation.
3. Recruit, train, and supervise staff to implement ministry operations.
4. Manage the yearly financial operation within budget establish by camp board.
5. Maintain active relationship with district and conference churches and other constituents.
6. Oversee all aspects of meeting and maintaining American Camping Association standards of camp operations.

7. Oversee all maintenance and improvement issues related to the property and facility, as well as administrative and food service operations.
8. Participate actively in the development and implementation of site Master Plan.

MINIMUM REQUIREMENTS:

Skills/Knowledge: Must be knowledgeable and skilled in: ACA standards of camp operations; training and supervision of program and operational camp staff; outdoor Christian education programming with children, youth, and adult; standards of hospitality; sound business operational practices; effective communication and marketing skills.

Experience/Education (including required licenses and/or certificates): Graduate of a four-year accredited college. At least 2 years experience with directing church camp activities, or major responsibilities in leadership of ministry related programming.

Physical Effort and Dexterity:

Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation.

<u>Sitting:</u>	often
<u>Lifting:</u>	infrequent
<u>Standing:</u>	average
<u>Bending:</u>	infrequent
<u>Stooping:</u>	infrequent
<u>Crawling:</u>	infrequent
<u>Climbing:</u>	infrequent
<u>Driving:</u>	often

Visual Acuity, Hearing, Speaking:

Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation.

Visual Acuity: Average: Able to read computer screen, able to drive
Hearing: Average: Able to hear phone conversations and normal speech
Speaking: Grammatically adept, well developed communication skills

Environment and Scheduling:

The primary work environment is on the camp site, on the property, in the office, and with ministry participants and staff. Frequent evening and weekend meetings. Travel to various planning and evaluative meeting in the conference, at other camp sites, and districts of the conference.

Candidates who cannot perform some or all of these duties because of disabilities will nevertheless receive full consideration for the job based on their abilities to perform essential functions.

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Date prepared: _____ Approved by: _____

ACKNOWLEDGEMENT

The undersigned hereby verifies that he/she is able to perform the essential functions of the job described above, with or without reasonable accommodations, and certifies that he/she has requested any reasonable accommodations that may be required at this time and further certifies that he/she acknowledges his/her responsibility to request accommodations should they become necessary in the future.

Date: _____

Signed: _____

Print name: _____