

CAMP MCDOWELL - JOB DESCRIPTION

DEPARTMENT: Summer Camps and Retreats

ROLE: Director for Staffing and Administration

Classification: Exempt

Reports to: Executive Director of Camp McDowell

Date: April 1, 2018

Camp McDowell offers a competitive benefits package including employer paid medical premiums, 401k plan, long term disability, flexible PTO, onsite housing, utilities, and amenities valued at around \$10,00+ a year, and more.

Summary/Objective

The Summer Camps and Retreats Director for Staffing and Administration serves as a full time member of the Camp McDowell staff and community. The Director for Staffing and Administration primarily functions as a member of a two person staffing team with coordination responsibilities in all summer camp and retreats sessions. Working in communication with Director for Program and Development, the Director for Staffing and Administration takes the lead for staff management, registration, hiring procedures, financial controls, website maintenance, and volunteer oversight.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Staff Management:

- Serve as a model of Sacramental Ministry to all staff during summer camp and retreat sessions
- Train staff, volunteers, and counselors to adequately fulfill the requirements of their role
- Take the lead for staff management during retreat sessions
- Respond to staff issues that may may occur
- Coordinate staff evaluations as appropriate

Registration:

- Coordinate and facilitate all registration needs
- Respond to families and guardians for registration support

Staff Hiring:

- Facilitate the Summer Camp Staff hiring process including recruitment of applicants, coordination of staff application, and planning and implementing interview process
- Organize summer staff applicant information and Summer Staff Hiring Committee so that the hiring process is smooth and effective
- Communicate staffing decisions to potential staff members

Financial Controls:

- Work with CFO and Executive Director in developing budgetary needs and projections
- Work within the confines of the summer camp budget
- Coordinate summer camp and retreat scholarship processes

Website:

- With support from Director of Programming and Development, maintain the summer camp and retreat section of the website

- In collaboration with Director of Programming and Development, create and execute social media plan for entire Summer Camp and Retreats Department

Competencies

- Communication Proficiency
- Leadership
- Problem Solving/Analysis
- Strategic Thinking
- Relationship Building
- Conflict Resolution
- Presentation Skills
- Technical Capacity

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Work with Head Counselor to facilitate the specific needs and situations of each summer camp session and support the camp staff
- Manage clergy, parish, camper and family communications regarding summer camp
- Meet, when appropriate, with the Department of Camp McDowell
- Stay up to date with current standards and changes within the summer camping industry
- Work with clergy during each camp session to implement camp session
- Develop awareness and focus of health and wellness amongst staff
- Is the “buck stops here” person for all Summer Camp staff and session challenges or obstacles

Work Environment

This job operates at camp. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The Director for Staffing and Administration must be able to hike 5 miles over rough terrain, carry loads of up to 50 pounds, and have at least average eyesight and hearing.

Position Type and Expected Hours of Work

This is a full-time position, and hours of work and days are dependent upon a variety of camp activities. *(The normal work week is five days per week except during the summer camp program where time-off is coordinated within the scope of the summer calendar.)*

Current Summer Camp and Retreat Offerings:

- 1) Camp on Clear Creek: 9 summer camp sessions for children first through twelfth grades. (May-July)
- 2) Camp in Bethany Village: 4 summer camp sessions for children of all ages and abilities (May-July)
- 3) Off-season Retreats (Aug-April): Father/Son Retreat, Mother/Daughter Retreat, Fall Fling, Family Farm to Table Retreat, Winter Weekend, Diocesan Homecoming, Awakenings, and Our Time Grief Support Retreat, and McDowell Women’s Retreat.

Travel

Some out-of-the-area and overnight travel will be expected.

Required Qualifications and Experience

- The qualified applicant must have a clean driving record and be able to pass a background check.
- Must be 23 years old and currently hold or eligible and able to attain Safeguarding God's Children training, CPR/First Aid, and lifeguard certification.
- Other camp or ministry leadership experience will be beneficial to a successful ministry.

Camp McDowell does not and shall not discriminate on the basis of race, color, religion or creed, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status.

