CAMP DIRECTOR

Job Description

POSITION: Camp Director

SUMMARY OF POSITION: The Camp Director shall model, uphold, and communicate the Lake Brownwood Christian Retreat (LBCR) mission in promoting and overseeing all aspects of the camp. The Camp Director will have the responsibility for the design, implementation, and evaluation of the various camp programs and offerings with the support of the LBCR Board of Directors and will provide leadership for operations, promotion, and fundraising. The Camp Director will be responsible for hiring, directing, and managing all full, part-time, and seasonal staff. This position will ensure the creation, development and ongoing effectiveness of all programs and activities. The Camp Director reports and is responsible to the LBCR Board of Directors.

QUALIFICATIONS:

1. Bachelor’s Degree and at least five years of camping experience, or the equivalent
2. Possesses proven public relations and fundraising skills and/or experience
3. Experienced in camp operations management, or the equivalent, including oversight of budgets
4. Grant-writing experience
5. Displays effective interpersonal skills
6. Possesses strong conceptual and visionary competence
7. Is flexible and accommodating to the time and fluctuating demands of camp and retreat activities
8. Is physically able to handle the demands and rigors of a schedule and responsibilities that can result in long and demanding days.

GENERAL RESPONSIBILITIES:

1. Responsible for the overall operation of the camp
2. The Camp Director will communicate and collaborate with the Board of Directors, to:
   a. Implement and uphold all Board policies
   b. Work with the Board to prepare a long-range, strategic plan for the camp
   c. Report regularly to the Board about progress toward organizational objectives, financial status of the organization and other issues of concern to the Board
   d. Initiate and direct the development of policies for Board approval
3. Provide leadership and oversight for the camp staff with the stated mission, vision and core values of the camp including:
   a. Oversee new programs and activities
   b. Continually monitor the quality, attendance levels and costs
c. Be prepared to work alongside the staff in any situation regarding the camp operations
4. Oversight of building and grounds, program, and kitchen leadership
5. Develop and implement successful fundraising and grant-writing campaigns
6. Establish and monitor all budgetary and fiscal operations with a sensitivity for cost effectiveness
7. Serve as the primary spokesperson and promoter of the camp to churches, individuals, and groups
8. Create and distribute a quarterly newsletter
9. Stay in contact with past, current and potential donors in an effort to continue to build the donor base of the camp.
10. Responsible for the health and safety standards for all staff, campers, and guests
11. Perform other responsibilities as necessary or as assigned by the Board of Directors

HOUSING:

1. The Camp Manager will live on-site in a 3-bedroom, 2-bathroom house. All utilities will be paid by the LBCR.
2. Services are required to maintain 24-hour a day communications to handle emergency situations

COMPENSATION: The compensation package is commensurate with experience. Included in the package is insurance and a 401-K. There will also be opportunity for bonuses based on performance and growth of the camp.