Dear Applicant,

St. Columba is the Episcopal camp and retreat center owned by the Episcopal Diocese of West Tennessee and serving the wider Mid-South area near Memphis, Tennessee. St. Columba is a center on a steep curve of growth and positive mission impact in almost every ministry area and we are seeking a Director of Camps and Adventure to join our leadership team. The position is full-time with $30k-$35k salary, health and retirement benefits, and includes on-site housing in a 400 sq ft tiny home. We also expect to offer a three bedroom home when one comes available. Our current Camp Director is not moving on, he is moving up and becoming Associate Executive Director for Facilities so we are well-equipped to ensure a smooth transition.

St. Columba is located just 20 minutes from downtown Memphis and has a Memphis address…this means that dissimilar from other camp/retreat centers, we are close to the city and enjoy the benefits thereof. Memphis is an amazing Southern city with superb food, music and culture.

I am eager to find the right candidate, as short or as long as it takes. If you are someone leading a camp this summer, we can entertain a Fall start date and provide opportunities to visit this summer. If you are seeking immediate start, we can entertain that too. I am seeking someone who likes being creative, detailed, thorough, passionate, and is the right mixture of fun and professional. Please review the job description included and please email (no phone calls please) if you would like to submit a resume or ask questions.

Blessings,
Brad Thompson, St. Columba Executive Director
brad@saintcolumbamemphis.org
Job Description

Job Title: Director of Camps & Adventure
Reports to: Executive Director, St. Columba Episcopal Camp and Retreat Center
Directly Supervises: All camp staff and adventure staff
Compensation: Annual Salary $35,000, individual medical insurance in accordance with Diocesan policy, retirement (5% + 4% matching), occasional meals, on-site housing
Status: Full Time
FLSA: Exempt

Job Summary
Camps represent the center’s most thriving youth community, revenue center and opportunity for growth. As the principal leader of the Mud Camp, Camp Able & other St. Columba sponsored camping/youth programs, s/he will plan, develop, execute, and establish policies and objectives in accordance with industry-accepted camp standards and age-appropriate recreational learning. S/he will be responsible for growing camp programs to reach budgeted revenue and expense goals to support St. Columba’s ministries. In addition to his/her role as Camp Director, s/he will act as St. Columba’s primary adventure leader, providing high quality teambuilding and high adventure activities to the center’s guests.

Essential Functions- Camp Programs
Serves as Director for Mud Camp, Camp Able & other camp/youth programs
○ Hire/train/retain/manage/recruit seasonal staff of nearly 80-100
○ Develop marketing strategies to maximize enrollment at each day camp session
○ Develop program plans to strengthen current programs, and develop opportunities to expand into new programs
○ Develop leadership training to provide teens opportunities to learn new skills
○ Develop program priorities and build relationships to support overnight outreach camp, a free camp for outreach program participants. This program is provided in unison with Mud Camp.
○ Develops policies and activities according to guidelines as specified by Safe Church (Episcopal Church), and the American Camp Association
○ Lead excursion programs like ski trips
○ Launch additional camp/youth opportunities at St. Columba as a means for expanding ministries, reaching new revenue targets, and taking on new initiatives
○ Develop program priorities, marketing, recruitment, vendor relationships
○ Attend and nurture youth ministry programs and relationships in the Diocese and beyond

Essential Functions- St. Columba Camp and Retreat Center
Serves as primary coordinator, leader, trainer, and supervisor for St. Columba’s ASCEND High Adventure Course, teambuilding, and water-based programs.
○ Determines needs of each visiting group and schedules add-on programs. Given the likelihood of these being added during weekends, occasional weekend work is an expectation of this position.
○ Hires and trains the center’s staff
Markets the center’s teambuilding and adventure offerings

- Manages annual evaluation and safety inspections of the center’s equipment and facilities
- Acts as lead weekend host approximately once per month and provides on-site on-call service for guest needs (meeting needs, housekeeping, minor maintenance, emergencies) on a rotating basis.
- Answers emails, phone call, texts in a timely manner
- Provides and documents group data for booking and invoicing
- Carries out all other duties as assigned by the Executive Director of St. Columba Episcopal Camp and Retreat Center, and enforces all policies

Position Requirements

- Camp or Youth ministry experience
- Basic beliefs and operation of the Episcopal Church
- Experience in high ropes course and climbing programs and leadership
- Budget-minded and ministry-driven
- Hospitable, friendly, outgoing, motivated
- Clear and professional communicator
- Independent worker with ability to collaborate well with others
- Must have a valid driver’s license and be a safe driver
- Possession of or ability to be CPR trained and high adventure trained (Level II, ACCT)
- Familiarity with sound equipment, audio/visual equipment and computers
- Ability and willingness to work irregular and/or long hours

General Character

Must have a clear understanding of the meaning and spirit of “Christian Hospitality” and how it applies to every aspect of the operations of our camps and retreat ministries, and be able and willing to dedicate him/herself to providing the highest possible level of quality camping and hospitality services to the center’s guests and campers – before, during, and after their visit. Must be friendly, team-oriented, professional, versatile, flexible, and handles transition well.

Education Level

- Four (4) year college degree

Computers

- Must be versatile in Microsoft Word/Excel/Power Point/Outlook
- Camp programs currently uses CampWise. S/he is primary registration administrator so database management ability is required.

Communication Skills

- Writing: Write editorials, emails, speeches, and manuals
- Speaking: Able to effectively and persuasively communicate policies, plans, etc. to all stakeholders
- Must be able to exchange clear and accurate information with guests and all stakeholders
• Must be able to communicate through written means, with appropriate spelling, punctuation, grammar, and formatting.

Physical Demands
• This person in this position is required to move around the buildings and traverse the property, especially in emergency situations
• Regularly operates a computer and other office productivity machinery like copiers, and printers
• Regularly positions self to maintain equipment and machinery, including those under desks, in attics, and in closets
• Regularly lifts and carries tables and equipment exceeding 50lbs
• Regularly expected to provide programming and maintenance at a height of 30 ft +

Core Behavioral Competencies
• Attention to Detail—Able to follow-detailed procedures and ensure accuracy in documentation and data. Carefully monitor processes. Organizes and maintains a system of records.
• Commitment to Task—Able to take responsibility for actions and outcomes and persists in spite of obstacles. Demonstrates dependability in difficult circumstances and shows a sense of urgency about getting results.
• Coping—Able to maintain a solution-oriented approach while dealing with interruptions and interpersonal conflict.
• Service Focus—Able to demonstrate a high level of service delivery. Able to be of service to difficult people. Deal effectively and proactively with service failures. Effectively prioritizes stakeholder and public needs.
• Flexibility—Able to perform a wide range of tasks and change focus quickly as demands change. Manage transitions effectively from task to task. Effectively adapts to varying stakeholder and public needs.
• Quality—Able to maintain high standards despite pressing deadlines. Does the work right the first time. Reinforces excellence as fundamental priority.
• Team Work—Able to share due credit with coworkers. Displays enthusiasm and promotes a friendly group working environment. Works closely with other groups as necessary. Supports group decisions and solicits opinions from coworkers. Displays team spirit.

To Apply: send résumé and cover letter to brad@saintcolumbamemphis.org