

# Overlook Camp and Retreat Ministries

## Camp Director

3014 Camp overlook Lane, Keezletown, VA 22832

**Position:** Camp Director

**Responsible to:** Camp Overlook Executive Board

### **Position, Purpose & Description:**

Overlook Camp and Retreat Ministries is located in the beautiful Shenandoah Valley, Virginia, with its scenic mountains, rivers, and wonderful history. Camp Overlook is situated on 160 acres adjacent to George Washington National Forest. Camp Overlook offers six cabins, one lodge, chapel, dining hall, family camping area, and three primitive cabin sites. Other features include walking paths, sports fields, picnic shelter, and a swimming pond.

The Camp Director ensures that the year-round operations of Overlook Camp and Retreat Ministries provides a transformational Christian ministry to children, youth, adults, and various groups through Summer Camp programs and other programs and rentals throughout the year. Camp Overlook is said to be a place, “where people can meet God on the mountain”.

The Camp Director is responsible for hiring, managing and giving oversight to all operational aspects of Camp Overlook including: employees (year round and Summer Staff) and training, marketing, fundraising, grounds and facilities maintenance, housekeeping, food service, guest services, budgeting and financial management, capital improvements, and programming.

The nature of this position is “hands-on” often times requiring active leadership and participation as appropriate and needed in the general day-to-day duties required around camp, working alongside of other staff. The Camp Director position shall see themselves as a gracious host to all campers and user groups regardless of religious persuasion.

### **General Administration:**

- Develop and manage overall performance goals and outcomes related to effective and efficient camp operations.
- Develop and manage overall camp budget and at time project budgets to be submitted and approved by the Board of Directors.
- Reporting to the Board of Directors and providing data such as financial reports, program summaries, facility status, and usage statistics
- Work with the Board of Directors to perform yearly employee reviews
- Adhere to the policies and decisions made by the Board of Directors
- Manage the daily business of camp
- Make sure that camp is in full compliance with national, state, local, and denominational policies which includes: permits, licenses, insurance, child protective policy, health department, and other items as necessary.

- Oversee the processing of financial reports, budgets, payroll and taxes, and balance sheet.

**Grounds and Facilities:**

- Ensure that all grounds, buildings and facilities are well maintained
- Ensure house-keeping services are resulting in clean attractive accommodations
- Develop and implement a comprehensive preventative maintenance plan for all buildings and equipment.
- Oversee safe waterfront area and operations, utilizing best practices
- Maintain a current inventory of all supplies and equipment
- Ensure the water system is properly maintained, tested and attended to per the Virginia Health Department standards.

**Food Service:**

- Ensure effective food service ministry for camps and groups that request food service
- Ensure that proper staffing is coordinated and scheduled appropriately
- Oversee the development of menus and food schedules and that they are properly presented to summer campers and rental groups who request food service.

**Staff:**

- Hire and Screen year round staff to ensure they are in compliance with child protective policy.
- Ensure adequate training of all year round and summer staff including; CPR, First Aid, Lifeguards, water system, Adventure Camp and camp counselor training, and other training that is deemed necessary.
- Evaluate all staff and give proper feedback for constructive growth.
- Create staff schedules for year round and summer staff; ensure staff is properly scheduled for rental groups as needed.
- Ensure that the Camp Overlook personnel policy is adhered to.
- Board of Directors – keep board of directors abreast of actions, concerns, special recognitions, and adjustments needed with staff.
- Encourage and recognize leaders, both volunteer and paid staff.

**Summer Camp Programming:**

*Depending on the skills and qualifications of the Director may determine whether an Assistant Program Director is hired as year round staff)*

- **With an Assistant Program Director hired:**
  - The Camp Director will support and supervise the Program Director
  - Will ensure quality programing while adhering to best Summer Camp practices.
- **Without an Assistant Program Director hired:**
  - Camp Director will be responsible for Summer Staff recruitment
  - Create and implement Summer Camp program curriculum
  - Train summer staff and volunteers
  - Lead program activities
  - Ensure that Camp is safe for campers and summer staff

**Year Round Rentals and Retreats:**

- Ensure all guests and groups are served and responded to in a timely manner.
- Ensure group inquiries are responded to in a timely manner.
- Develop and implement a comprehensive marketing strategy to expand the number of guest groups and camper days.
- Ensure excellent customer service during full cycle of guest experience.
- Ensure that a staff person is on call at all times during rentals to provide service and assistance while guests are on site.

- Ensure all administrative details are completed including:
  - Taking reservation and keeping calendar of scheduled events.
  - Supervise the check-in and check-out of all groups using the facilities in accordance with established policies, rules and regulations.
  - Collecting fees

**Qualifications and Core Strengths:**

- Christian character, prefer United Methodist background
- Self-motivated, dependable, organized
- Ability to multi-task and work within a high-expectation environment with aggressive timelines
- Passion for outdoor ministry
- Ability to communicate effectively through verbal and written communication
- Excellent interpersonal skills including, leadership, teamwork/ team building
- Strong problem solving skills/ creative thinker

**Education, Experience and other requirements:**

- Bachelor's degree (desired) preferably in a related field and/or appropriate professional certification.
- Experience with camp ministries
- Valid Driver's License
- Experience with Microsoft Office, Quick Books, video/ tele-conference programs such as Zoom, Social Media applications.
- Familiar with the core areas of accepted camp management practices and has attended a professional development workshop, institute, seminar, or course, within the past three years to further that knowledge.

**Relationships:**

- Maintain open communication with the Board of Directors and work to develop and communicate a vision for camp
- Work as the chief fundraiser by developing and maintaining relationships with current and prospective donors
- Develop and maintain relationships with volunteers, churches, and other groups
- Develop relationships with other local and conference camps
- Stay up to date on trends in camp ministry, retreat centers through training opportunities, publications, webinars, appropriate professional development courses, and seminars relating to camp ministries.

**Working Conditions:**

- This position is a full-time salaried position starting at \$55,000
- Physical ability to lift and carry 50 pounds
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time
- Willingness to work a flexible schedule including weekends and evenings
- This is a very hands on management position that requires the Camp Director to assist when needed with food service, house-keeping, grounds, and maintenance.
- On site housing is provided.

*The Harrisonburg District of the United Methodist Church is an Equal Opportunity Employer and it does not discriminate on the basis of race, color, sex, national origin, disability, or sexual orientation.*