

**CAMP MARDELA**  
**POSITION DESCRIPTION: CAMP ADMINISTRATOR**

This is a description of duties and standards of performance for the role of Camp Administrator at Camp Mardela, Denton, Md., and is to be included as part of the employment agreement between the Camp Mardela Inc. Board of Directors and the Administrator of Camp Mardela.

**JOB TITLE**

Administrator, Camp Mardela

**FUNCTION**

To develop, facilitate, coordinate, and promote the camping and retreat/conference programs and outreach ministry of Camp Mardela, and to supervise and oversee the camp's development and operation.

**LINE OF AUTHORITY**

Responsible to the Camp Mardela Board of Directors.

**REPORTABILITY**

Make verbal report at Camp Board meetings and to the Mid-Atlantic Church of the Brethren District as requested, including an annual report at the district conference. Meet annually with the Camp Board at its Incorporation Meeting retreat to review employment, position description, and fulfillment of the duties listed in the position description. All persons employed by Camp Mardela and all volunteers are reportable to the Administrator.

**ACCOUNTABILITY**

To the Camp Mardela Board. The Administrator will be responsible for connecting to the Church of the Brethren Outdoor Ministry Association and sharing information with other paid and volunteer colleagues within the Church of the Brethren camping program.

**ABOUT CAMP MARDELA**

Camp Mardela is an independently incorporated camp and retreat center related to the Mid-Atlantic Church of the Brethren. Located in Denton, Md., adjacent to Martinak State Park on Maryland's Eastern Shore, the camp comprises about 125 acres of woodland and waterways. Facilities include a retreat building, a dining hall, six cabins, a bath house, a craft building, a maintenance building, a large pavilion, a canoe launch area, and a swimming pond, as well as a separate house on-site for the administrator.

**QUALIFICATIONS**

- Bachelor's degree or appropriate certifications
- At least two prior seasons of administrative or supervisory experience in an organized camp
- Knowledge and understanding of the American Camping Association's (ACA) core competencies
- Must be at least 25 years of age
- Be a member of the Church of the Brethren or have an appreciation and understanding of Brethren beliefs and values

## **PROGRAM RESPONSIBILITIES**

- A. Be responsible for day-to-day decision-making and supervision of the program and staff
  - 1. Hire summer staff as needed
  - 2. Train and supervise the weekly volunteer summer program directors
  - 3. Develop and implement training for all summer staff, both paid and volunteer
  - 4. Consider opportunities for longer-term volunteer staff through Brethren Volunteer Service, Ministry Summer Service, the Bridgewater College summer intern program, etc., and provide orientation and supervision for any such staff
  - 5. Recruit, train, supervise, and secure leadership/staff for age-group retreats, Family Camp, and other programs as needed
  
- B. Plan and implement program with the approval and input of the Camp Board
  - 1. Present for approval the annual program calendar (including summer schedule) and related details to Camp Board by December of each year
  - 2. Secure leadership for music, nature, crafts, recreation, and other support staff as needed for summer program and other events
  - 3. Assist directors in locating volunteer counseling staff
  
- C. Maintain existing programs where appropriate and develop and evaluate potential new programs that advance the mission of Camp Mardela and provide additional revenue-producing opportunities

## **MARKETING RESPONSIBILITIES**

- A. Develop and implement a marketing plan with the input and approval of the Camp Board
  - 1. Develop/revise, produce, and distribute an annual promotional brochure for Camp Mardela
  - 2. As time and money allow develop, produce, and distribute audio-visual promotional materials
  - 3. Provide updates for the Camp Mardela website and ensure its ongoing maintenance
  - 4. Develop and implement use of other media and communication vehicles as appropriate
  
- B. Promote and interpret the program to the Church of the Brethren congregations
  - 1. Connect with and/or visit all Eastern Shore congregations and other groups annually
  - 2. Prepare Camp Mardela display for Mid-Atlantic District Conference
  - 3. Encourage use of the camp by the district's churches
  - 4. Assist the board with camp fundraisers, particularly the annual auction and camp supper
  - 5. Plan, with the board, an annual Camp Appreciation Day
  
- C. Promote use of facility and site to other groups, agencies, and programs
  - 1. Develop/maintain a mailing list for annual promotion
  - 2. Speak to community organizations, businesses, and other denominations about the site, programs, and facilities as possible or as requested
  - 3. Build community partnerships that might be useful to the camp's ongoing ministry
  - 4. Distribute promotional material throughout the community to potential users
  
- D. Develop a robust plan of communication
  - 1. Communicate necessary information to others who may be affected by a decision or action, even when not directly reportable or responsible to those persons
  - 2. Develop and maintain a crisis communication plan
  - 3. Maintain strong, open lines of communication with all of the camp's stakeholders and partners

## **SITE RESPONSIBILITIES**

- A. Oversee the development of site and facilities as planned with the Camp Board
  - 1. Maintain accurate drawings of the camp facilities, utilities, cutoffs, etc.
  - 2. Take primary responsibility for carrying out the camp's long-range plan in coordination with the Camp Board
  
- B. Oversee the general operation of site and facilities
  - 1. Develop, and revise as needed, policies and procedures required by government agencies and the ACA
  - 2. Maintain licenses and permits required by government agencies and the ACA
  - 3. Make sure all facilities (waterfront, other recreation, etc.) are operated within appropriate government agency and ACA guidelines
  - 4. Be attentive to unauthorized use of the camp property
  
- C. Oversee maintenance of site and facilities
  - 1. Develop a program of regular preventative maintenance, including setting up and maintaining appropriate files and records
  - 2. Ensure the facilities are in good working order
  - 3. Ensure that camp vehicles are maintained and kept in good working order
  - 4. Supervise and coordinate with maintenance personnel, both paid and volunteer
  
- D. Coordinate the use of facilities and needs of host rental groups
  - 1. Coordinate schedules for all facilities and maintain a camp usage calendar
  - 2. Develop and implement rental agreements for user groups
  - 3. Assure that facilities are ready for use prior to arrival of groups
  - 4. Provide for greeting visitors and groups, orienting them to the facilities
  - 5. Advise user groups of camp policies and procedures.

## **ADMINISTRATIVE RESPONSIBILITIES**

- A. Supervise and assist the treasurer
  - 1. Review funds and deposits monthly; assist treasurer with regularly scheduled financial reports to the Camp Board, etc.
  - 2. Ensure that all bills are paid in a timely manner and be a good steward of camp resources
  - 3. Establish relationship with accounting services and arrange for annual audit and review
  - 4. See that registration funds and fundraiser proceeds are counted and deposited in timely fashion
  - 5. Conduct capital campaigns in coordination with the Camp Board when needed
  
- B. Establish annual budget in cooperation with the Camp Board's Finance Committee, with final approval from the Camp Board
  
- C. Set fees for use of facilities and programs with final approval from the Camp Board
  
- D. Work with the Camp Board to develop and recommend appropriate long-range plans
  
- E. Work with Camp Board to develop and maintain policies and procedures for health, safety, and risk management
  - 1. Continuously evaluate and update all policies, procedures, written materials, and staff training guidelines in accordance with ACA standards

2. Arrange for annual inspection of fire equipment by a qualified professional
  3. Develop and implement a plan for handling hazardous materials
  4. Develop and carry out policies and procedures related to prevention of child abuse
  5. Ensure appropriate medical personnel are present for summer camp programs, and that all medical forms and registrations are handled according to HIPAA regulations
- F. Provide insurance coverage for participants in programs and activities as necessary
1. Prepare written reports to insurance companies for annual camper insurance, workers compensation, and liability insurance
  2. Work with insurance agents to update and revise policies as needed
- G. Oversee and care for operations of the camp office
1. Care for phone calls and answer messages as needed
  2. Answer emails in a timely fashion; sort mail and respond as needed
  3. Welcome guests and visitors to the camp
  4. Process registrations and prepare camper/retreat participant lists
- H. Employ persons, supervise, and, when necessary, terminate employed staff—including maintenance, kitchen, and other staff
1. Provide written job description for all employed and volunteer staff
  2. Maintain staff records and verify licenses and certifications, doing background checks as needed
  3. Provide for training and evaluation of all employed staff
  4. Develop work plans and coordinate schedules as needed
- I. Serve as ex-officio to Camp Board and sub-committees and as liaison to Mid-Atlantic District
1. Attend Camp Board and sub-committee meetings and district meetings as requested
  2. Assist Camp Board and sub-committee chairs with development of agendas
  3. Provide information and reports as requested
- J. Maintain professional and denominational ties, keeping current with trends and policy changes, as well as participating in professional growth experiences
1. Maintain the camp's accreditation with the ACA and attend ACA training and conferences to stay current with camping policies and regulations
  2. Maintain membership in the Church of the Brethren Outdoor Ministries Association (OMA)
  3. Attend OMA Directors and Managers Conference each year (typically in November)
  4. Attend Church of the Brethren Annual Conference when schedule allows and funds are available
  5. Participate in at least one continuing education training event each year (five hours), and a major event (retreat, conference, etc.) every third year
  6. Serve on other committees related to OMA as time allows, with approval from Camp Board