



Camp Director Job Description

Camp Sawtooth

Boise and Kendall Presbyteries
Synod of the Pacific, Presbyterian Church (USA)

Accountability

Camp Director for Camp Sawtooth shall be considered a staff member of Kendall and Boise Presbyteries and shall be accountable to the Board of Directors of Camp Sawtooth.

Position

- Both part-time and year-round responsibilities
- On-site residency mid-May to mid-October

Reporting Structure

- Reports to Camp Sawtooth Board through the Moderator of the Board
- Attend Presbyterian Church Camp Conference Association continued development in this area

Qualifications

- A personal relationship with Jesus Christ as Lord and Savior
- Love of Children leading them to flourish in God's love
- Possesses spiritual maturity
- Demonstrates excellent organizational, marketing, fund raising, supervisory, and interpersonal skills
- Demonstrates excellent verbal and written communication skills
- Bookkeeping and basic finance skills
- Demonstrates the ability to lead and motivate diverse groups
- Possesses a valid driver's license
- Physical Ability to move around the center and participate in activities
- Knowledge of Reformed Christian theology
- Have the ability to resolve conflicts

Basic Function

- Through words and deeds, the Camp Director fosters a community which reflects the beliefs and values of Jesus Christ, as reflected in Reformed Christian theology.
- The Camp Director manages and directs Camp Sawtooth as a growing Christian ministry and educational program in an outdoor setting in accordance with adopted policies and oversight of the Camp Sawtooth Board.

Relationship with the Camp Sawtooth board

1. The Executive Director shall work in partnership with the board to:
 - a. Assist the board in determining and developing the vision for Camp Sawtooth
 - b. Administer and update policies for the program ministries and facilities of Camp Sawtooth
2. Develop and sustain a working relationship with board members



Supervisory Responsibility

- Manages the operation, budget, personnel, maintenance, property, and programs of Camp Sawtooth
- Manages all paid and volunteer staff
- Meets with staff on a regular basis to coordinate duties, training, and perform evaluations

Specific Responsibilities

- Resides on-site during summer camping season mid-May – mid-October
- Hires, trains, and supervises the work of staff
- Attends professional meetings when appropriate to improve Camp Sawtooth staff, facilities, and programs
- Conducts periodic evaluations of programs and conferences and plans appropriate responses
- Represents Camp Sawtooth to the churches of Boise and Kendall Presbyteries and the surrounding communities in such a way as to promote and encourage the use of Camp Sawtooth
- Serves as a resource for ministers and Christian educators for outdoor Christian ministries
- Ensures that Camp Sawtooth is adequately staffed during resident camps and during rental periods
- Coordinates with Camp Board regarding overall promotion/marketing of Camp Sawtooth
- Coordinates hosts for retreat, rental, and user groups
- Ensures compliance with pertinent federal, state, and local laws, ordinances, and regulations
- Maintains a valid driver's license and be at least 25 years old to transport children
- Provides sound fiscal management of Camp Sawtooth's financial resources, helps establish fees, ensures the timely payment of obligations, maintains appropriate insurance coverage and manages assets
- Assists and advises the Camp Sawtooth Board with short- and long-range planning for Camp Sawtooth's programs, staff, maintenance, and facilities
- Serves as staff resource to the Camp Sawtooth Board

Salary

- Commensurate with qualifications; salary and benefits package as defined by the Camp Sawtooth Board
- Annual performance and terms of call review under the direction of the Board

This description is intended to describe the general nature and level of work being performed by people hired for this job. This is not an exhaustive list of all responsibilities, duties, skills, knowledge and abilities required of job incumbents.