



**“We will love God, all others, and the Earth  
by providing sanctuary, practicing hospitality, and performing ministry.”  
United Church Camps, Inc. (UCCI) Mission Statement**

**Job Title:** Managing Director

**Basic Function:** To provide a well-organized, safe, world class hospitality, ministry-filled experience for all UCCI events and retreat groups. Responsible for all programs, guests, staff and operations at Moon Beach including but not limited to the following departments/areas: Program Development, Hospitality Services, Registration, Office Management, Food Services, Facilities Management, and Housekeeping Services.

**Significant Responsibilities:**

- Work in collaboration with UCCI leadership to meet the operational and workforce challenges of seasonal hospitality businesses.
- Represent UCCI in ministry by hosting guests in a warm, helpful, and caring atmosphere.
- Keep a highly visible profile with a “can do” leadership style to achieve exceptional results.
- Champion innovative ideas to improve the quality of our facilities and programs.
- Forecast staffing needs and work with Human Resources to develop approaches to attract and retain talent.
- Organize training to ensure staff are prepared to deliver a world class hospitality guest experience.
- Negotiate agreements and manage vendor performance.
- Assist in ensuring legal and operational compliance for all businesses.

**Required Qualifications:**

- Belief in, and commitment to bringing to life, the UCCI Mission Statement.
- Computer, word processing, and database management skills.
- Excellent verbal and written communication skills.
- Self-starter with excellent time management skills.
- Ability to execute duties with a proactive approach to future responsibilities to ensure all deadlines are met.
- Must be friendly, flexible and lead by example to make hospitality come alive for guests.
- Ability to work in and lead a team environment.
- Committed to creating spaces of unconditional acceptance.
- An inquisitive and curious mind that is able to balance tradition, and what works well, with areas that are open to improvements.
- Ability to sit, stand, reach, lift, bend, kneel, climb, push, and pull items.
- Must be able to pass a background check and complete additional training on diversity and safe conduct in the workplace.
- Proof of COVID 19 vaccination with accommodations requests for medical or religious exemptions.

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Employee Name & Date

*UCCI provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.*