



CAMP DIRECTOR NESODAK

Position Description

OUR MISSION

Lutherans Outdoors in South Dakota (LOSD) welcomes all to explore and experience Christ's love in community and creation.

OUR VISION

We are your first choice for dynamic and innovative Christ-centered ministries: many sites, many seasons, many experiences.

POSITION OVERVIEW

The Nesodak Camp Director furthers the mission of Lutherans Outdoors in South Dakota by providing outstanding ministry experiences at Camp NeSoDak through exceptional leadership, innovative program development, and a fostering of community through relational ministry and creation stewardship.

WHAT IT TAKES TO BE SUCCESSFUL IN THIS ROLE:

Hospitality Ministry

- A desire to go above and beyond for all guests, campers, customers, volunteers, and co-workers through actions, kindness, generosity, and integrity.
- Conduct daily responsibilities with an 'absolutely' approach to meeting others' needs.

Culture & Attitude

- To advocate for and support the goals of LOSD, to hold up each individual site and their staff as partners in ministry.
- Approach responsibilities with enthusiasm, positivity, and energy.
- Show respect, support, and appreciation for co-workers and Lutherans Outdoors.
- We, as an LO team, celebrate our successes and take responsibility for our mistakes.

Servant Leadership

- Genuine interest and action in helping others before yourself regardless of recognition.
- Arrive to work each day understanding that your role is a 'calling' and not a 'job'.

Desire to Grow

- Eagerness to listen, learn, and accept critical feedback for improvement.
- Ability to adapt to change.

- A drive and desire to improve 1% every day in your professional role.

Professionalism

- To present yourself in appearance and communications as an outdoor ministry professional.
- Greet guests with eye contact and a smile and a genuine 'Thank You'.
- Arrive prepared and on-time for work and meetings.
- Have a sense of pride and ownership in responsibilities and meet necessary deadlines.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Administration

35%

1. Oversee the day-to-day operations and programming at NeSoDak.
2. To set the tone for holding Christian leadership and faith formation as core values of NeSoDak.
To serve as an example of spiritual direction and leadership in the camp community.
3. Provide oversight for all financial functions; Deposits, Invoice approval, purchasing guidance.
4. Assist in the development of future operating budgets in conjunction with the Executive Director.
5. Administer the day-to-day execution of the board approved operating budget for NeSoDak.
6. Be an active leader in Financial Development through coordination of fund and friend raising events including planning, volunteer recruitment, and event leadership.
7. Be the leader in assuring adherence to all state, local and ACA, safety, licensing, and accreditations.
8. Make weekly bank deposits and send all corresponding paper work to the administrative office.
9. Communicate bi-weekly payroll information for the administrative office.
10. Attend various conferences, retreats, and other Outdoor Ministry opportunities for the purpose of training and growth.
11. Seek to partner with other LOSD sites and the administrative offices to live out an understanding of NeSoDak being a piece of a larger ministry.

Facility Management

25%

1. To work in close partnership with the facility manager in setting facility goals and future planning
2. To supervise the work of the facility manager providing priorities, time lines, and setting a vision for future site improvements.
3. Partner with all staff in holding health and safety concerns as a priority for the site in serving guests
4. Prepare and maintain an inventory of equipment, develop a facility maintenance schedule; setting priority needs for coming years.
5. Work with the facility manager to meet daily facility needs as needed.
6. Oversee volunteer coordination for various projects at camp; workdays/volunteer days on-site; assist facilities, kitchen, and housekeeping staff in volunteer recruitment efforts.
7. Share resources of time, labor and assets with all sites within the LOSD umbrella.

Staff Supervision

15%

1. Set goals for all staff under your supervision
2. Hold regular (minimum bi-weekly) staff meetings to keep all staff informed of coming events, special needs and concerns.

3. Monitor the work of all staff seeking to raise the level of efficiency and positive guest impact in each co-worker.
4. Conduct an annual review of each year-round employee.
5. Work directly with the Program Director in planning, recruiting, training, evaluating, and leading summer camp programming.
6. Oversee all programmed and hosted retreating to maintain quality and to ensure integrity of the LOSD Mission Statement.
7. Work in partnership with all LOSD sites in meeting current and future staffing needs.

Communications

10%

1. Attend and report at LOSD Director Meetings, or any meetings called by the executive director
2. To work in partnership with the LOSD board, committees, or task groups in meeting organizational goals.
3. Work to learn the current registration software in conjunction with the office registrar.
4. In partnership with the LO marketing director oversee all areas of NeSoDak's social media presence, and traditional marketing, including event promotion, announcements, summer program and retreat program photography, online-fundraising through social media venues, and parent communications.
5. Oversee contract and policy needs as they pertain to all guests, summer, programmed retreats and hosted retreats.
6. Be the primary NeSoDak voice; prepare all official communications.
7. Keep an open and honest line of communication with the LOSD office and supervisor.

Outreach

15%

1. Connect with the community at large, neighbors, congregations and individuals.
2. Building new income sources; Speaking to community leaders, schools, business leaders, etc..
 - a. This involves initiating some new relationships – *going to* potential users.
3. Maintaining a positive relationship with congregations by listening to their needs.
4. Seeking to reach out beyond our traditional support base to welcome guests.
5. Offering a welcoming and inviting place for all to experience the Spirit of God.
6. Reaching out to fellow staff in times of need, challenge and celebration throughout the LOSD network.

WORKINGS SPACES & LIVING ARRANGEMENTS:

- The primary office of the NeSoDak Site Director is located in the Upper Lodge in the Business Office with shared office space with the NeSoDak Office Manager and/or the NeSoDak Program Director during the NeSoDak operating season.
- A housing allowance is built into the financial package.

PREVIOUS EXPERIENCE/MANDATORY PRACTICES/ESSENTIAL QUALIFICATIONS:

- Sound understanding of Lutheran theology; supportive of the philosophy and mission of Lutherans Outdoors in South Dakota.
- At least 21 years of age; college degree preferred.
- At least 3 seasons of previous camp management experience.
- Proven ability to lead individuals and small and large groups.
- Ability to exercise responsible and independent judgment.
- Proven verbal and written communication skills.
- Self-motivated and able to work independently.
- Willingness to work with flexibility as part of a team in a creative atmosphere.
- Physical stamina, emotional stability, positive outlook, and a servant attitude.
- Hold a valid driver's license and possess a safe driving record.

TYPICAL WORK WEEK & COMPENSATION

- This position is a Full-Time, Salaried, Leadership Position within the organization.
- The position averages a minimum of 40 hours with peak season weeks averaging 60+ hours.

EMPLOYMENT BENEFITS

- Health, Dental, Life Insurance through Portico Silver + Benefits Package
- 6% Employer Contribution to 403(b) Retirement Plan
- Company Vehicle for Required Travel
- Holidays, Vacation, Sick Leave, Bereavement Leave

EQUAL EMPLOYMENT OPPORTUNITY

Lutherans Outdoors in South Dakota is an equal employment opportunity employer providing equal employment opportunities to all employees and applicants regardless of age, color, national origin, citizenship status, disability status, race, religion, creed, gender, sex, sexual orientation, gender identity or expression, genetic information, marital status, status with regard to public assistance, protected veteran status, and any other characteristic protected by federal, state, or local laws. Lutherans Outdoors in South Dakota will provide reasonable accommodations for qualified individuals when appropriate.

LUTHERANS OUTDOORS IMPACT

Lutherans Outdoors provides opportunities for people of all ages and abilities to connect with one another. These connections allow each person to explore and play in a nurturing environment, which leads to a stronger faith foundation, discovering personal gifts, developing new skills, and build life-long relationships. LO is dedicated to quality faith experiences and hospitality for youth and adults and has been for more than 50 years.

(Updated July 2022)