



Southern New England Conference

United Church of Christ

Living the Love & Justice of Jesus

Job Description

<u>Position Title:</u>	Director for Camps and Retreat Centers – Silver Lake Camp and Retreat Center
<u>FLSA:</u>	Full-Time/Exempt
<u>Reports to:</u>	Executive Minister for Programs and Initiatives
<u>Department:</u>	Outdoor Ministries
<u>Salary:</u>	60,000
<u>Housing:</u>	Housing included

Position Summary:

The Director for Camps & Retreat Centers – Silver Lake Camp and Retreat Center (SLCRC) is responsible for overseeing the day-to-day operations of the Silver Lake Camp & Retreat Center. This position includes the hiring and managing of all Camp staff and other key personnel, ensuring the safety and health of all campers and staff, and establishing a marketing strategy to meet annual enrollment goals.

The Director for Camps & Retreat Centers – SLCRC serves the God we know in Jesus Christ through the United Church of Christ by providing an environment and a culture that embodies the 4-part vision of the Southern New England Conference to: Make disciples of Jesus Christ; Make God's love and justice real; Bring new life as agents of change; and form covenant partnerships, especially as it relates to colleague & staff interactions. The position should be conducted in a way that reflects God's love to all with whom this person has contact.

Key Duties & Responsibilities:

Staffing Structure & Scheduling

- Develops staffing structure and compensation schedule in consultation with the Executive Minister for Programs and Initiatives
- Ensures that the SLRC Conference is in compliance with Conference policies and procedures, and current labor laws. labor laws as understood by the Conference
- Recruits and hires year-round hourly and summer camp staff, overseeing the entire hiring process including background and reference checks
- Assists HR department and the Executive Minister for Programs and Initiatives to recruit and hire



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- full time exempt staff
- Trains, deploys, manages and directly supervising SLRC staff
- Ensures that all staff have the necessary skills, training, and certifications for their jobs
- Schedules and supervises pre-camp setup and post-camp cleanup operations

Health, Safety and Compliance

- Develops and implements internal health and safety practices and procedures, ensuring compliance with all State regulations and Board of Health requirements
- Ensures safe delivery and distribution of all food products, adhering to Board of Health requirements
- Ensures that all activities are conducted safely and with good supervision; safety measures include, but are not limited to, proper and regular testing of equipment, water, buildings, and alarms

Program Oversight

- Directly supervises entire year-round and summer staff including nurses, office staff, and program area directors
- through team building, prompt conflict resolution and open communication
- With senior staff, plans and implements a dynamic, varied, attractive summer program of activities for children & youth
- Ensures that each child attending SLCRC receives a warm welcome, program opportunities appropriate to their needs, and the care of responsible, attentive staff
- Establishes and oversees a successful SLCRC marketing strategy toward an annual enrollment goal. Marketing methods may include, development of annual brochure, website, Facebook page, advertising, and open houses, as part of the SNEUCC Outdoor Ministries Team and Branding
- Cultivates excellent relationships with parents and alumni as major stakeholders in SLCRC, and with campers as the primary recipients of SLCRC programs
- Serves as the primary contact to the SLCRC Advisory Board and facilitates appropriate participation under the guidance of the Executive for Programs and Initiatives and Senior Team
- Maintains open lines of communication among campers, parents, and staff
- Develops an operating budget with help from the Executive Minister for Programs and Initiatives; identifies capital budget needs; oversees administration of operating and capital budgets within guidelines voted by the SNEUCC Board of Directors



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Building, Campgrounds and Other Duties

- Ensures that fields, woods, and grounds are maintained at the end of the Camp sessions
- Ensures that all equipment is properly stowed and secured for the winter, and that buildings are cleaned at the end of the season
- Communicates and collaborates with SLCRC Site Manager, and other staff as necessary to ensure constructive sharing of buildings and grounds, and effective transition between camping and retreat Season
- Performs other duties as assigned by Executive Minister for Programs and Initiatives

Church Attendance

- As part of your job duties, you will be required at least once a month to be present (online or in-person when Conference protocols allow) during the gathering time of a worship service of one of the SNEUCC churches
 - » You will bring greetings from the SNEUCC Conference; providing an introduction, as it relates to your role.
 - » This may include being invited to share words during coffee/social hour or announcements; a script is provided by the Development team that you can draw upon to compose a short paragraph (2-3 sentences) letting the congregation know that you are present, and to highlight your program area, its offering, and connect it to proportional giving.

Conference-Sponsored Events

- The Director for Camps & Retreats Centers – SLCRC will be required to participate in Conference-sponsored events throughout the year

Qualifications:

- Associate degree required, Bachelor's degree preferred; Master's degree of Divinity and Ordination with standing in the UCC a plus
- Previous experience as Camp Director preferred
- Ability to perform physical labor
- Ability to manage multiple projects and deadlines
- Ability to work independently and as part of a team
- Strong organizational skills
- Strong interpersonal skills; initiative and enthusiastic



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Physical Requirements:

Data Utilization - Requires the ability to review, classify, categorize, prioritize, and/or analyze data, and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction - Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization - Requires the ability to use computer hardware and software and database systems in regular performance of job duties.

Verbal Aptitude - Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude - Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning - Requires the ability to apply principles of influence systems, such as: motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.



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Situational Reasoning - Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability - Tasks involve the ability to travel to meetings outside office, exert moderate physical effort, and may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 20 pounds. Tasks may involve extended periods of time at a keyboard or workstation and/or repetitive motion.

Sensory Requirements - Some tasks require visual perception and discrimination. Requires oral communications ability.

Environmental Factors - Tasks are occasionally performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, or pathogenic substances.

Employee Name:

Supervisor Name:

Employee Signature:

Supervisor Signature:

Date: _____

Date: _____

EEOC Policy:

The Conference provides equal employment opportunities and does not discriminate in employment opportunities or practices on the basis of race, color, religion (except insofar as ordination or religious background may be a qualification for a position), sex, national origin, ancestry, age, disability, marital status, sexual orientation or preference, gender, gender identity or gender expression, pregnancy, genetic information, military status, or any other class or status protected by law.