

Executive Camp Director Ministry JOB DESCRIPTION Camp Overlook Inc.

1/12/24 Revised

The Camp Director ministry position is responsible for carrying out the duties and responsibilities of a Christian camp and retreat center. This position requires a commitment to The United Methodist Church mission of making Disciples of Jesus Christ for the transformation of the world, as well as a personal commitment to practicing spiritual disciplines.

Ministry Area: Camp Overlook Inc.
Also known as, Overlook Retreat and Camp Ministries
Position: Executive Camp Director
Accountable to: Board of Directors
Position is: Full-time
Desired Talents/Abilities: Detail Oriented, Administrative, Team Builder, Creative
Best Personality Traits: Loves people of all ages, Welcoming, Nurturing, Visioning

Responsibilities/Duties:

Administration

- Manage the business operations which include compliance issues, permits, license, insurance, child protection policies and like items
- Maintain and oversee processing of financial reports, budgeting, payroll and taxes, and balance sheet
- Report to Board of Directors and provide data such as financial reports, program summaries, facility status and participation
- Work with Board of Directors to accomplish yearly employee reviews
- Adhere to policies and decisions made by the board of directors

Supervision

- Recruit, screen, train, supervise, evaluate and support year-round paid staff
- Regularly meet with year-round paid staff
- Keep the Board of Directors abreast of actions, concerns, special recognitions, and adjustments needed with staff
- Encourage and recognize leaders, both volunteer and paid, on a regular basis

Camp and Retreat Center Management

- Oversee and prioritize maintenance issues of structures, equipment, and property.
- Evaluate programming working with program director
- Work as chief fundraiser and primary liaison with the community and the district churches
- Stay up to date on trends in camp and retreat center management through training, publications webinars, appropriate professional development courses and seminars relating to camp ministries
- Working with a team and board members develop and communicate a vision for the camp.

Qualifications:

- Christian character, prefer United Methodist background
- Bachelor's degree (desired) preferably in a related field desired and/or appropriate professional certification
- Experience in developing, managing, and leading Christian camp and retreat ministry (or equivalent experience)
- Committed to church attendance and personal spiritual growth
- Is familiar with the core areas of accepted camp management practices and has attended a professional development workshop, institute, seminar, or course, within the past three years to further that knowledge
- A passion for outdoor ministry

Core strengths

- Strong organizational, administrative, and communication skills
- Excellent interpersonal skills, including leadership, teamwork, and communication
- Strong problem-solving skills
- Creative thinker