

JOB DESCRIPTION FOR Alton L. Collins Retreat Center Director

Mission of the Oregon-Idaho United Methodist Camp and Retreat Ministries

We are a people dedicated to creating Sacred spaces of Christian hospitality and learning.

Our vision is a world of wonder, love, and justice.

Our values include engaging with creation, encountering the Divine, developing interdependent relationships with creation and one another, and learning to do justice in the world.

The ministry at the Collins Retreat Center has focused on Gracious Hospitality as a way of living out the mission, vision, and values of Camp and Retreat Ministries.

Overview

The Collins Retreat Center Director oversees and manages all site operations. The Director is supervised by the Executive Director of the Board Camp and Retreat Ministries (BCRM) for the Oregon-Idaho (OR-ID) Conference of The United Methodist Church (UMC).

The Collins Retreat Center Director is part of the leadership team of the OR-ID Conference Camp and Retreat Ministries, along with the Executive Director (who will support the director), and the Directors of Camp Latgawa, Camp Magruder, Sawtooth Camp, Suttle Lake Camp, Wallowa Lake Camp, the camp and retreat registrar, accountant, and Development Director. All six sites work together to fulfill the mission of the BCRM.

The Collins Retreat Center Director works within this structure to carry out the mission of Camp and Retreat Ministries. In this effort, the Director oversees the safety, quality, and effectiveness of all the center's facilities and programs by meeting or exceeding the standards set by the American Camp Association (ACA), local, state, and federal agencies.

Qualifications:

Skills/Abilities

Ability to fulfill the mission, vision, and values of the BCRM.

Ability to provide leadership, supervision, and coaching to staff.

Ability to communicate effectively with staff and guests.

Business administration, personnel management, financial management.

Ability to recognize hazards or potential hazards on site and intervene actively to prevent accidents/incidents.

Ability to recruit, train, and manage volunteers

Collaborative problem solving

The most successful candidate will demonstrate:

Management experience with a budget of \$250K and up.

Experience in managing quality hospitality and food service operations

Experience in fundraising

An interest in learning new things

Specialized Skills:

Familiar with American Camp Association (ACA) standards,

Basic knowledge of facility maintenance including plumbing, electrical, and construction.

Current CPR and First Aid (can be acquired after hiring)

Coordinate hospitality and hosting services

Program development

Protect and nurture the natural environment of the site

Maintain all required records related to the retreat center operations.

Benefits

Health insurance includes family, pension contribution (12%) if employee contributes at least 1%, on-site housing provided, all utilities are paid by the site, meals provided at the center when guests are on site.

To Apply

Submit your application to jobs@gocamping.org

ALCRC Director Applicant instructions

Deadline is December 15, 2025

Submit resume and three references in pdf format

Answer the following questions

What is it that interests you in this job opportunity?

The Collins Retreat Center has been focused on Gracious hospitality for many years. What does this mean to you considering the position you are applying for?

Describe a difficult staff supervision situation you have dealt with and a successful outcome in staff supervision that you have had.

The following are elements of the role of the director. Please rank them in order of your comfort of performing these functions from most comfortable to least comfortable. (they are in alphabetical order).

- a. Administration
- b. Food Service
- c. Fundraising
- d. Hospitality
- e. Housekeeping
- f. Maintenance
- g. Program support
- h. Staff management

Email answers to campjobs@gocamping.org