

Program & Retreats Director

Full-Time | On-Site Housing Provided | Anticipated Start Date: Fall 2025

Organization Overview

Holston Camp & Retreat Center is an independent 501(c)(3) nonprofit organization located in the Blue Ridge Mountains of Western North Carolina. Established as a Presbyterian camp and now welcoming guests from all faith traditions, Holston provides a distinctive setting for year-round outdoor ministry. The Center serves more than 500 campers each summer and hosts numerous retreat groups throughout the year. Its location—nestled between Beech Mountain and Sugar Mountain ski areas—offers both a temperate summer climate and access to winter recreation.

Position Summary

The **Program & Retreats Director** is a full-time, year-round leadership position responsible for planning and implementing Holston's summer camp programs and for managing retreat and guest services throughout the year. This role requires a highly organized, hospitality-minded professional who is comfortable supervising seasonal staff, coordinating multiple program elements simultaneously, and serving as the primary contact for parents, guests, and retreat leaders. The position includes on-site residence and shared on-call responsibilities with the Executive Director.

Essential Responsibilities

Summer Program Leadership (May–August)

- Develop, implement, and evaluate all summer camp programs. Recruit, train (in collaboration with the Executive Director), supervise, and assess approximately 15–20 seasonal staff members.
- Coordinate daily schedules for multiple camper groups and ensure compliance with safety standards.
- Serve as primary liaison with parents and guardians before and during camp sessions.

Retreats and Guest Services (August–May)

- Respond to inquiries from churches, schools, and other organizations regarding retreat opportunities.
- Manage reservations, contracts, deposits, and payments for retreat groups.
- Provide on-site hosting and guest support to ensure a positive experience consistent with Holston's mission.

- Coordinate volunteers with support from the Executive Director.

Schedule

- Primarily weekdays during the summer season.
- Primarily weekends during ski/retreat season.
- Shared on-call responsibilities with the Executive Director as needed.

Qualifications

Required

- Bachelor's degree (hospitality, outdoor recreation management, or related field preferred).
- Demonstrated experience in program coordination or youth/retreat leadership.
- Commitment to Christian hospitality and to the mission of Holston Camp & Retreat Center.
- Ability to reside on site and to work evenings and weekends as program needs dictate.

Preferred

- Supervisory experience with seasonal staff or volunteers.
- Certifications in lifeguarding, first aid/CPR, ropes course facilitation, or related areas (or willingness to obtain).
- Familiarity with marketing or social media related to program promotion or guest services.

Compensation and Benefits

- Salary range: \$20,000–\$30,000, commensurate with experience.
- On-site housing provided with utilities included.
- Paid time off.
- Meals provided when groups are on site.
- Employer paid health insurance, dental, vision, and retirement benefits available.

Application Process

Qualified candidates should submit a résumé (and optional cover letter) to **info@holstoncenter.org**. Applications will be reviewed as received. The anticipated start date for this position is **Fall of 2025**.