

Job Announcement



Position	Rockhaven Director
Organization	First Presbyterian Church of Bozeman (FPC) d/b/a Rockhaven Camp and Retreat Center
Location	Bozeman, Montana
Accountability	Accountable to the Pastor(s) as head of FPC staff, the Rockhaven Operational Board, and the FPC Session. Annual evaluation will be done by the Pastor(s), a representative of the Rockhaven Board and a representative of the Personnel Committee.
Purpose	To carry out the mission of Rockhaven Camp and Retreat Center by leading, designing, promoting, implementing, overseeing, and evaluating all operations of Rockhaven Camp.

Rockhaven Camp and Retreat Center is a thriving ten acre outdoor ministry of the First Presbyterian Church (U.S.A.) of Bozeman, MT. Located under the magnificent Sheep Rock alongside the Gallatin River just south of Bozeman, Rockhaven is the perfect location to safely and freely explore the wonders of the world around us, following a unique “UnCamp” model. The three pillars of Rockhaven’s missions are to nurture spiritual growth and renewal, build relationships, and encounter God.

At FPC, we celebrate diversity in all its forms including, but not limited to, race, ethnicity, gender identity, sexual orientation, and abilities. We believe that every individual brings unique perspectives and strengths, and we strive to create a space where everyone feels valued, respected, and included.

Responsibilities

The Rockhaven Director is responsible for overall leadership and direction for all Rockhaven operations and ensuring the ministry’s continued impact on those it serves.

Leadership and Management

- Develop, implement, and manage summer programming for children and youth.
- Recruit, onboard, train, mentor, and evaluate seasonal staff. Ensure each team member is prepared to thrive in their role.
- Evaluate year-round program effectiveness and strive for growth and change as needed.
- Plan, promote, and implement year-round community engagement.

- Coordinate and host groups for “shoulder season” (spring, late summer, and fall) rentals.
 - Market the rental season and ensure site use throughout the shoulder season.
- Facilitate and participate in short and long-term operational planning in conjunction with the Rockhaven Board.
- Arrange and facilitate First Aid & CPR training for all staff. Pursue advanced certifications for Director.
- Participate as an ex-officio member of the Rockhaven Board.

Church and Community Relations

- Work to maintain and nurture positive relationships with the First Presbyterian Church of Bozeman (FPC) congregation, former and current Rockhaven seasonal staff, active camper families, camp alumni, and FPC community partners.
- Develop and implement effective marketing strategies. Develop and maintain Rockhaven social media for FPC, camper families, and the community.
- Maintain an active and visible presence within the life of First Presbyterian Church (FPC) beyond camp responsibilities. This includes attending Sunday worship when available from September to May, and participating in church programs or ministries as mutually agreed upon with the FPC pastor(s). During the summer season, this includes participating in biweekly Vespers services held at Rockhaven.

Finances and Development

- Responsible, in conjunction with the Board, for the financial security of Rockhaven.
- Develop and oversee annual budget and finances, ensuring good stewardship of resources. Appropriately balance the fiscal responsibilities with a growing vision for the facility.
- Responsible for financial status reporting and, in conjunction with the Board’s financial liaison, interfacing with the FPC Finance Committee and maintaining operation monitoring of Rockhaven’s budget.
- Manage and maintain the camp registration and fee payment system.

Facilities

- Have a presence on site at Rockhaven at a minimum:
 - One time per week if no events or groups are on site, or the winter caretaker is not on site.
 - Perform host duties, including daily water testing, when the public is on site. Submit all appropriate data to Montana DEQ. Maintain communication and relationship with all appropriate government offices.
 - On site supervision as appropriate when groups are booked.

- Responsible for maintaining safe and functional facilities/grounds by proactively identifying maintenance needs and responding appropriately. This includes addressing minor issues within scope of knowledge and promptly reporting larger concerns to the appropriate personnel to ensure timely resolution.

Administration

- Develop the Rockhaven report for the FPC Annual Report.
- Monitor operational aspects of all partner contracts as determined by prior contract negotiation and identified by the Rockhaven Board. Advise Board of issues and need for renegotiation.
- Maintain Camp and Operational Board records electronically, ensure all records are accessible by the Board.
- Facilitate seasonal staff contracts and facilitator hourly pay with FPC financial administrators.

Adventure Course Management & Facilitation

Rockhaven's challenge course features four high elements (v-rope, cargo net, wobble log, and tight rope), a leap of faith jump, a climbing wall, and a giant's ladder team-building element. The Director is responsible for the overall management and safe operation of the course. This includes coordinating annual professional inspections, overseeing routine equipment checks, and ensuring timely procurement of gear and supplies. The Director also leads or supervises the training and certification of course facilitators, ensuring all hired facilitators meet safety standards and follow Rockhaven best practices. Additionally, the Director facilitates group experiences and is expected to foster a culture of safety, support, and personal growth throughout all ropes course programming.

Qualifications

- Must be at least 25 years of age.
- Commitment to the Christian faith.
- Candidates must have at least 4 years of relevant experience in outdoor leadership, church camp programming, or faith-based ministry.
- Ability to assume full responsibility for the comprehensive administration and execution of all camp operations, programming and policies, as directed by the Rockhaven Operational Board.
- Proficient in planning strategically and casting vision.
- Proficient with technology and possess individual drive to resolve issues.
- Effective oral and written communication across generations.
- Demonstrated team building and leadership skills.

- Demonstrated excellent social-emotional skills when working with children, youth, and adults.
- Ability to manage multiple schedules and multitask efficiently.
- Demonstrated maturity, good character, integrity, flexibility, enthusiasm, and openness with others.
- This role involves spending a significant amount of time outdoors. Candidates should have the ability to lift and carry objects weighing up to 30 pounds. Applicants should be physically capable and willing to lead activities in multi-terrain environments.
- Experience in ropes course operations (e.g., knot tying, harness fitting, equipment checks, rigging) is preferred. Willingness and ability to learn and be trained in these skills is required if not already proficient. Comfortable working at height and leading others in a high-challenge environment.
- Willingness and ability to complete and maintain advanced First Aid and CPR certifications prior to the start of the camp season.

Compensation

The Rockhaven Director position is a salaried, full-time, year-round position with First Presbyterian Church of Bozeman. Annual salary of \$55,000 and a comprehensive benefits package, which encompasses health insurance, generous paid time off, and other employee benefits in accordance with First Presbyterian Church policies. Housing is available on site during the summer season.

Work Schedule: This role requires a significant time commitment during the summer months, including extended hours and weekend work. In recognition of this, the off-season schedule allows for flexibility and a more relaxed pace, with the expectation of maintaining year-round leadership, planning, and engagement responsibilities.

To Apply

Please submit a resume, cover letter, and three reference letters (two professional, one community) to the First Presbyterian Church Office Administrator, Deb Jackson, at admin@fpcbozeman.org.

Applications will be considered on a rolling basis until the position is filled.