

ASSISTANT DIRECTOR

Job Description

Job Title: Assistant Director	FLSA Status: Exempt
Department: Suttle Lake Camp	Benefit Eligibility: Full-time
Supervisor: Site Director, Suttle Lake Camp	Schedule: Full-time
Location: Suttle Lake Camp	Effective Date: October 2026

Summary of Position

Suttle Lake United Methodist Camp is located on the bank of Suttle Lake outside of Sisters, Oregon and is one of six sites operated by the Board of Camp and Retreat Ministries of the Oregon-Idaho Conference of the United Methodist Church (BCRM). We host over 60 guest groups a year, provide overnight United Methodist camping experiences for children and youth, and run adult retreat programs. We seek an Assistant Director to oversee programming, assist in guest group hosting and management, and to support the continued growth of camp.

Essential Functions and Responsibilities:

Programming

- In coordination with the Camp Director, recruit, interview, hire, train, and supervise seasonal staff and volunteers.
- Schedule, plan, promote, and assist in supervising BCRM-hosted programming.
- Manage program calendars, activity schedules, and program staff coverage plans.
- Assist in managing and/or facilitating specialized program activities, which may include low challenge course elements, archery, and lake-based waterfront activities.

Hosting

- Provide gracious hospitality to guest groups by providing on-site hosting services: arrivals/departures, orientation, and issue resolution.
- Serve as primary on-site contact for guest groups during assigned Manager-on-duty rotations and when delegated by the Camp Director. This will include time spent on-site overnight.
- Coordinate after-event procedures, including securing buildings and ensuring amenities are returned to their storage locations.

Reservations

- Maintain accurate reservations records and calendar entries as directed by the Camp Director.

- Prepare and distribute contract packets after booking approval; track required forms and deposit status; follow up on missing items.
- Assist in pre-arrival coordination for group needs, such as dietary requirements, arrival times, and additional setup needs.

Administration

- Support in routine site administration: monthly and yearly use reports, financial reconciliation, and monitoring phone and email inboxes.

Other Duties

- Engage in periodic Professional Development opportunities.
- Document projects as requested for use in Development and Marketing communications.
- Other duties as assigned.

Working Conditions and Environment:

This position is based out of Suttle Lake Camp located in Sisters, Oregon, which is a camp environment that involves work both indoor and outdoor.

This position will primarily be an on-site role, with any hybrid work requiring supervisor approval.

Physical Demands

- Remaining in a seated or standing position for prolonged periods of time.
- Moving about to accomplish tasks or moving from one worksite to another.
- Adjusting or moving objects of up to twenty (20) pounds in all directions, including pushing or pulling objects. Heavier objects can normally be moved with the use of a cart or the assistance of another employee.
- Communicating with others to exchange information, engage others in conversation, and project voice to large groups.
- Ascending and descending ramps and stairs.
- Walking on level, uneven, and difficult terrain.

Environment

- Work occurs in indoor and outdoor environments during changing weather, including heat, cold, rain, snow, and smoke.
- This position requires weekend and evening availability, regular overnight presence, and on-call responsibilities.
- The position may involve exposure to insects, wildlife, dust, pollen, smoke, lake water, and moderate to high noise levels.

Travel

- This position requires occasional travel and flexible hours, including evenings and weekends as needed.

Skills and Abilities:

- Time management and organizational skills with ability to carry out a variety of responsibilities with multiple priorities and deadlines.
- Proficiency with MS Office Suite (or equivalent), cloud-based storage (Google Drive or equivalent), and email software.
- Collaborative problem solving.
- Attention to detail and accuracy.
- Strong communication skills, both written and verbal.
- Ability to work independently and collaboratively with diverse groups.
- Ability to provide leadership, supervision, and coaching to staff.
- Ability to communicate effectively with staff and guests.
- Ability to recruit, train, and manage volunteers and staff.
- Ability to learn various software for camp administration (UltraCamp, Quickbooks, and Basecamp, or equivalents).
- Ability to support the mission, vision, and values of the BCRM.

Education and Experience:

- A minimum of either 2 years of experience in outdoor recreation, events, or hospitality, two seasons in a leadership role in a camp and retreat setting; or equivalent experience demonstrating an understanding of youth programming, customer service, and staff management.
- Current First Aid, CPR, and AED certifications, or ability to obtain within 30 days.
- Current Oregon Food Handler's Card, or ability to obtain within 30 days.
- Valid state-issued Driver's License.

Additional Eligibility Requirements:

- Successfully pass a criminal background check.
- Current waterfront certification, or ability to obtain within 30 days, is highly desirable.

Compensation and benefits:

The position is full-time exempt, and salary is \$40,000 to \$45,000 and is commensurate with relevant experience. Benefits include health insurance (medical, behavioral health, wellness incentives, dental and vision), life and employee disability insurance. Benefits also include a generous employer contribution to a retirement plan, paid time off – including vacation, sick, holidays and floating holidays – and meals during working hours when guests are on-site. Studio-style housing may be available, depending on availability and employee need.