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## POSITION DESCRIPTION

# DIRECTOR OF CAMPS AND RETREATS

Discover the warmth of our hospitality at Camp Caroline. Located in the foothills of the Canadian Rockies we are one of Alberta's premier year-round Christian camp and retreat centers.

The ministry of Camp Caroline exists to encourage first steps in a life-long journey with Jesus; next steps that follow him faithfully; and, servant-leadership that exemplifies his compassion and concern for others.

We strive to create getaways with greater purpose that encourage life-changing experiences, therefore our skilled staff are carefully selected with our campers and guests in mind. Staff are recruited not only for their ability to perform their duties but also for their trustworthy character and commitment to serving campers and guests with an exceptional standard of care.

**Reporting to the Executive Director and serving as a director in the ministry, the Director of Camps and Retreats will be responsible to provide leadership, in partnership with our team of directors, to our camps, retreats, and rentals. Each of these are expected to uphold the ministry mapping of Camp Caroline.**

### Requirements:

- A personal profession of faith in Jesus for salvation and witness of obediently following him
- A member or adherent in an evangelical church
- Agreement with the mission, vision, values, commitments, and beliefs of Camp Caroline
- College/University degree or equivalent experience
- Demonstration of a Christian calling to camp ministry
- Demonstrated ability to maintain healthy working relationships with a team
- Demonstrated ability to organize, plan well, and think strategically
- Demonstrated ability in developing and managing a budget of no less than \$50,000
- Demonstrated ability to initiate and follow through on projects with excellence
- Demonstrated interpersonal and communication skills
- Demonstrated ability to handle sensitive and/or confidential situations with respect
- Availability to work regular, irregular, and/or extended hours
- Ability to work in adverse weather conditions
- Ability to lift 25kg without assistance
- Availability to work on-site at Camp Caroline
- General computer knowledge and ability to use Microsoft Office and other basic software
- Valid driver's license
- Completion of reference and background checks

### General Responsibilities:

- Uphold the mission, vision, values, and commitments of Camp Caroline with the highest standard of excellence
- Uphold Camp Caroline policies and adhere to policies, best practices, and principles related to standards of service care and excellence as established by recognized authorities

- Assist in nurturing the spiritual atmosphere of Camp Caroline for campers, guests, and staff
- Development of a welcoming atmosphere and safe environment for campers, guests, and staff
- Anticipate and address camper and guest's service needs

#### Requirements for Camps:

- Work with the Executive Director and our team of directors to create and maintain a planner to deliver high value, high impact overnight summer camp programming and experiences based on Camp Caroline's ministry mapping
- Direct the delivery of overnight summer camp programming
  - Ensure programming is planned properly and prepared for delivery
  - Provide a strong day-to-day leadership presence and support an open-door policy among all staff
- Work with the Executive Director and our team of directors to evaluate program models and performance
  - Assist in the ongoing development and innovation of program models: developing and managing retention strategies for campers, guests, staff, and strategic partners

#### Requirements for Retreats and Rentals:

- Work with the Executive Director and our team of directors to create and maintain a planner to deliver high value, high impact retreat and/or rental experiences based on Camp Caroline's ministry mapping
- Direct the delivery of retreat and/or rental experiences
  - Ensure experiences are planned properly and prepared for delivery
  - Provide a strong day-to-day leadership presence and support an open-door policy among all staff
- Work with the Executive Director and our team of directors to evaluate program models and performance
  - Assist in the ongoing development and innovation of program models: developing and managing retention strategies for campers, guests, staff, and strategic partners

#### Requirements for Risk Management:

- Ensure programming and experiences meet recognized risk management standards, both internal and external

#### Requirements for Budget Management:

##### Work with the Requirements for Camps:

- Work with the Executive Director and our team of directors to prepare the annual budget and planner for camps, retreats, and rentals
  - Manage and maintain a budget and planner that is realistic, responsible, and reflects excellent stewardship of resources – financial, material, and personnel
  - Ensure expenses are planned properly and have a contingency of no less than 10% and no more than 25%

#### Requirements for Staff Management:

- Direct the recruitment and selection process of summer staff that support the vision and values of Camp Caroline
  - Assist with staff recruitment, hiring, and compensation (using established grids)
- Work in conjunction with the Executive Director and our team of directors regarding discipline, discontinuation, or dismissal of supervised staff

- Ensure that supervised staff are properly resourced and represented among the leadership of the organization and ministry
- Provide leadership, coaching, and supervision to supervised staff
- Review and approve supervised staff payroll

Time Management:

- General responsibilities – 10%
- Camps – 30%
- Retreats and Rentals – 30%
- Risk management – 5%
- Budget management – 5%
- Staff management – 20%

Key Working Relationships:

- Executive Director
- Director of Administration and Finance
- Director of Lead and Communication
- Director of Operations
- Director of Site and Facilities
- Bookings Coordinator
- Retreat Coordinator
- Assistant Director of Camps
- Registrar and Ministry Assistant
- Hosts
- Volunteer Staff