

Bethany Birches Camp: Position Description

Position: Camp Director

Job Type: Year-round, exempt, salary.

Location: On site at camp

Reports to: Executive Director

Direct Reports: Seasonal department heads, Guest group hosts, Facilities manager possibly

Position Purpose:

Camp Director is responsible to help ensure that campers and guests have a positive and safe experience through the leadership of seasonal managers and planning of meaningful programming.

The Core Team is the leadership team that provides for the camp what is needed to succeed. Generally, each on the core team wears “multiple hats.” Hats change depending on gaps/vacations in the team and time of year.

The Focus is to help young people develop their relationship with God by leveraging our core values of community, nature, and fun. An essential aspect of this role is that you yourself have a meaningful and lived Christian faith. If that gives you pause, don’t stop reading! Everyone has their own relationship with Jesus and he works with each of us somewhat differently.

Essential Job Functions:

- Ensure safe, high quality, daily program and spiritual oversight of the camp operation to carry out the camp mission and fit within the BBC core values and culture.
- Recruit, organize, train, and supervise seasonal staff, including seasonal managers (program, kitchen, health, office).
- Manage Camper Registration including setup of registration software, and training and handoff of this duty during summer to the office coordinator.
- Ensure program schedules get out well in advance (roughly a year ahead of time), and update the website.
- Promote the camp's programs by developing material and creating/responding to opportunities to represent Bethany Birches publicly so that the facility may operate at capacity. Some of this can be shared with the Executive Director.
- In conjunction with the Facilities Manager, operate and maintain the camp buildings, property, and equipment. It is expected that this will include work days for volunteers to serve.
- Help the seasonal program managers make seasonal schedules for camp.
- Work closely with the Core team to understand all aspects of camp so as to preemptively avert crises and upgrade aspects of the camp property and experience and navigate staff transitions well.

Other Job Duties:

- Conduct program effectiveness reviews and suggest areas for improvement to seasonal teams.
- Work with the rest of the core team to set camp wide goals.
- Perform employee reviews and help them to set goals.
- Identify and procure training needed for all direct reports.
- Help the Executive Director, the Guest Group Coordinator, and Facilities Manager to develop and implement strategies, procedures and business plans needed to enhance growth.
- Cultivate and provide opportunities for rising talent.
- Work closely with the Executive Director. Operate according to annually prepared goals, key indicators, budgets, and goals to be approved annually by the ED.

Knowledge, Skills, and Abilities:

- Ability to recruit and develop staff and campers
- Ability to build constructive relationships with all, including the public

- Ability to plan, originate, organize, and carry out daily and special programs
- Ability to grow in knowledge of BBC people. Staff, volunteers, supporters. Use this knowledge to help make connections, so that recruiting is easier.
- Ability to remain mentally present and stable amid spikes of stress.
- Ability to move about the property with ease. BBC property is a beautiful mountain setting.
- Knowledge, passion, and affirmation of Bethany Birches Camp's [mission](#), purpose, and core values.
- Knowledge (can learn on the job) to Coordinate all compliance efforts and organize and ensure all staff have necessary certifications
- Skills in some or all of the relevant areas of camp
- Skills to direct staff appreciation, motivation, and retention

Education and Experience:

- High school diploma or GED required, bachelor's degree strongly preferred
- Prefer 5 years of experience in camp administration or operations. Related fields considered as well (company operations; church operations)
- Experience coordinating, supervising, and communicating
- Candidates embodying BBC core values will be considered even if education or experience levels are not met. Adjustments to the pay range may be made to compensate.

Fitness

Summer and winter camps are filled with movement! They happen mostly on the camp's 100 acre, mountain-side property. The successful candidate needs to be able to walk, run, kneel, lift and carry items, and see and hear well. Due to the in-season hours it takes to run camp well, the successful candidate will be able to talk about and demonstrate skills for dealing with stress and anxiety.

Housing, Salary, and Benefits

Because of the varied nature of camp seasons, our year-round staff live on the property. Core Team Members are provided lodging on site so they can be here as needed. Because this is required, it is also free of charge. We also provide meals for you and your family whenever we are serving campers and guests. The benefits package has multiple components. Please see below for each detail. Starting salary range of \$45,000 to \$65,000 depending on experience.

1. Retirement Match, which is currently in the form of a SIMPLE IRA matching up to 3% of employees contributions.
2. Paid Time Off/vacation (Start at 3 weeks plus 5 personal days). Off season schedules can be flexible.
3. Health Insurance (paying 100% of premium, for employees only or \$2500 PIL)
4. Health Savings Account match of \$750 annually.
5. Clothing allowance: \$100 per year, for a work item. Boots, jackets, gloves, things useful for working at camp. Submit receipt for repayment.
6. Health allowance: \$250 per year, for gym membership, ski pass, bike trainer, fitness program, etc. Submit receipt for repayment.
7. Program attendance. Employees dependents can attend 2 sessions per season at no cost. After that, pay 50% of the applicable tier. Same applies to immediate family and their dependents.
8. Meals. When food service is offered, employees while working, and their immediate family may eat free of charge, so long as they notify the kitchen manager within the requested time frame.