

# **Northern Ohio District Church of the Brethren**

## **STAFF JOB DESCRIPTION**

**Title:** Camp Director (Inspiration Hills)

The Mission of Inspiration Hills is to provide a set-apart place in a natural setting where persons of all ages can grow in awareness of God and deepen their commitment to Jesus Christ as Lord and Saviour, so that in all aspects of Christian life we might continue the work of Jesus Christ, peacefully, simply, together.

### **I. Individual Characteristics and Qualifications:**

1. Be a Christian with a growing faith.
2. Support the mission and values of the Northern Ohio District and the Church of the Brethren.
3. Display a lifestyle of Christian ethics and principles.
4. Maintain an understanding of the purposes, philosophies, and possibilities of camping ministry.
5. To provide verbal and written affirmation that demonstrates a commitment to the missions of Inspiration Hills.
6. Exhibit personal neatness and demonstrate dependability, honesty, congeniality, and hospitality.
7. Demonstrate maturity, good management skills, good judgement, and organizational skills.
8. Have an appreciation for the outdoors, with special interest in land use and conservations.
9. Be experienced and/or trained in Christian Education, management, finance, conservation, maintenance of facilities and grounds, and marketing skills. Preferred BA or 5 to 10 years business/management experience. Camp management experience preferred.

### **II. Accountability:**

1. Is an employee of the Northern Ohio District Church of the Brethren and is accountable to the Inspiration Hills Camp Administration Committee.
2. Work cooperatively with Inspiration Hills' Administration Committee, Northern Ohio District Officers, District Committees, and District Staff.
3. Maintain a working relationship with the Outdoor Ministries Association and other professional camping organizations as specified by the Camp Administration Committee.
4. Participate in an annual evaluation and performance review conducted by the Camp Administration Committee.
5. Attend Maintenance and Development, Program, and Fund Raising Committees, District Board meetings, District Conference, and Annual conference whenever possible.
6. Can respond with understating of Federal and State laws as they pertain to Camp and camp staff.
7. Provide a secure environment for the camp and those who partake of the camping experience.

### **III. Personal and Professional Growth:**

1. Be an active member of the Church of the Brethren Outdoor Ministries Association.
2. Attend at least one professional growth experience each year, if feasible.
3. Maintain a personal spiritual life, and healthy family life.

### **IV. Administration:**

#### **A. General Administration.**

1. Maintain a master schedule of all programs and groups using the facilities, corresponding with all user groups.
2. Ensure that all groups and individuals arriving at Camp receive an appropriate greeting and an explanation of User Guidelines and Camp Rules. Ensure that Christian hospitality is extended at all times, checking periodically with all on-site groups to that needs are being met.
  - a. Distribute and make available evaluation and feedback forms to rental groups; such forms are to be developed by the Camp Administration Committee.
3. Oversee the purchasing of all supplies for the camp, including but not limited to: programs, promotional materials and camp supplies/food.
4. Help to develop and maintain a job description for each paid staff position.
  - a. Continuing Camp Staff (Kitchen Manager, Maintenance Personnel, Camp Secretary, Housekeeper). Interview and recommend the hiring to the Camp Administration Committee. Provide orientation for, and supervise all continuing camp staff in consultation with the Camp Administration Committee.

*b.* Summer camp Staff (Paid counselors, lifeguard, program director, volunteer counselors, chaplains, etc) Work in cooperation with the Program Committee in the recruitment and employment of all summer camp staff. Provide on-site supervision on behalf of the Program Committee and the Camp Administration Committee, to ensure that all staff works together in a spirit of harmony and cooperation to fulfill the Mission of camp Inspiration Hills.

5. Work with the Kitchen Manager to:

- a.* Assure meal quality and cost effectiveness.
- b.* Ensure that the operation of the Camp Kitchen complies with all applicable Codes and licensures.
- c.* Provide clear communication of scheduled camp activities and usage, with expectations of food preparation and service.

6. Maintain files for:

- a.* Paid staff, Volunteer staff and previous applicants.

7. Financial Responsibilities

- a.* Make recommendations for the Camp Administration Committee in the preparation of an annual budget.
- b.* Work with the Treasurer and Bookkeeper for the Camp to ensure that appropriate records are maintained.
- c.* Review all and sign all purchase orders for camp operation, keeping cost efficiency in mind at all times. Report to the Camp Administration Committee on a regular basis regarding cost analysis and projected trends.
- d.* Authorize employee payroll – signing all time cards and submit for payment to the Treasurer.
- e.* Assist the Camp Administration Committee in providing overall supervision of the camp operations to ensure that the income of the Camp exceeds expenditures on an annual basis.

8. Inspect the facilities daily, giving special attention to any needed repairs, clean-ups, or supplies that are depleted.

9. Work with the Camp Staff for the organization, promotion, and operation of the Camp Store.

10. Provide and maintain first aid supplies, and maintain contingency plans for any emergency situation. Ensure that all camp staff are familiar with camp policies and procedures, and know what to do in emergency situations.

11. Perform all other duties as directed by the Camp Administration Committee.

## **B. Northern Ohio District Events**

1. Serve as a resource/consultant for the Camp Program Committee in the selection of and/or development of the summer camp theme and materials.

2. To design/print/distribute promotional materials for the summer camp program as directed by the Camp Program Committee and Camp Administration Committee.

3. Maintain a file of potential camp counselors.

4. Serve as a resource/consultant for the Camp Program Committee for the orientation and training of camp chaplains and counselors.

5. Send information about the camp to the District Office for publication in various communications pieces.

6. Oversee the presentation of the camping program in the district congregations on a three-year rotation with current multi-media presentations.

7. Keep the district congregational representatives and pastors informed about camp activities.

8. Work the Camp Administration Committee and Fund Raising Committee, to prepare and circulate a camp newsletter on a regular basis.

## **C. Grounds and Facilities**

1. Supervise the maintenance personnel to ensure that all building and facilities are ready for arrivals as needed.

2. Coordinate the maintenance and repair projects that need attention and ensure that all facilities meet current codes.

3. Work in cooperation with the Maintenance and Development Committee and Maintenance personnel to ensure that tools and supplies are available for volunteers while providing appropriate hospitality and supervision.

4. Maintain maintenance records for each building, major appliances, vehicles, and major equipment.

5. Serve as a resource/consultant with the appropriate group regarding future development of Camp facilities and Camp ministries.