

**The Eastern PA Conference
The United Methodist Church**

Ministry Title: Site Director – Camping and Retreat Ministry	Salary Range:
Mission and Vision: To provide safe, meaningful and enjoyable experiences in camping and retreat settings that lead people to new and renewed life in Jesus Christ.	Minimum = \$30,000 Midpoint = \$ Maximum = \$32,000
Accountability: The person in this office is accountable spiritually to God for fostering camping and nurture ministries in the Eastern PA Conference. In the undertaking of this task, this office is accountable directly to the Director of Camping and Nurture Ministry.	Salary Grade:
	FSLA: Full-time, exempt

General Responsibilities

The Site Director is in charge of all activities at the camp and retreat center. The director is employed directly by the Eastern Pennsylvania Conference of the United Methodist Church and is subject to all personnel guidelines of the conference.

Experience and Training Desired

- Commitment to Jesus Christ
- Knowledge of and participation in the United Methodist Church
- Good verbal and written communication skills
- Experience in the supervision and motivation of personnel, both paid and volunteer
- Additionally, an applicant must meet at least two of the following requirements:
 - Be at least 25 years of age
 - Possess a baccalaureate degree (or equivalent experience)
 - Have successfully completed a course in camping administration, such as those offered by national professional associations, national agencies or their equivalent
 - Have had at least 3 years previous experience within the past 10 years as part of an administrative staff in camping.

Operating Guidelines

The Site Director receives administrative guidelines for the operation of the camp and retreat center from the Director of Connectional Ministries. Operational support is received from the camp and retreat center site committee.

Supervisory Responsibilities

Staff who report directly to the Site Director can include any/all of the following: Assistant Director, Food Service Coordinator/Cook, Manager of Maintenance, Administrative Assistant, Camp Secretary, Adventure Program Coordinator, Program Director/Coordinator, Volunteer Program Directors, Counselors, Counselors in Leadership Training, etc. The staff who report directly or indirectly to the Site Director include all remaining paid and volunteer staff required to support the summer and year-round programs.

Operational Responsibilities

- Oversee all camp and retreat center operations and comply with the established operating procedures.
- Implement the goals established by the Camping Board and the conference by developing appropriate programs, staff and resources.
- Recruit, motivate and nurture all camp and retreat center staff, both paid and volunteer.
- Oversee the public relations, education, marketing and fund-raising activities for the camp and retreat center.
- Oversee property management and development for the camp and retreat center.
- Oversee budget development and management for the camp and retreat center.
- Evaluate all programs and operations at the camp and retreat center, recommend improvements and implement authorized items.
- Participate in personal continuing education while guiding and encouraging all camp and retreat center staff in similar experiences to improve their skills.
- Perform other responsibilities as assigned by the Director of Connectional Ministries.

Review

Upon the beginning of employment the Site Director will have a six month probationary period, followed by a review to determine the mutual continuation of the employment. Following that, an annual performance review is conducted by the Director of Connectional Ministries. A satisfactory performance review, along with the maintenance of high personal and moral standards, and completion of continuing education are prerequisites for continuing employment.