

Job Title: Summer Camp Director

Type of Employment: Full time Seasonal

Date: 2027 Camping Season

Position Purpose:
The Camp Director should help create a safe community which reflects the beliefs and values of Jesus Christ. They should embrace the vision and mission of Camp Wilmot, to create a place where all people are welcome to live, study, work and share together. Furthermore, the Camp Director shall have the responsibility for the design, implementation and evaluation of camp ministries with the support of the Camp Board of Directors (BOD) and will provide leadership for operations, promotion and recruitment. The Camp Director will manage the Program Director and seasonal staff. This position will ensure the creation, development and ongoing effectiveness of all programs and activities. All functions and activities will be performed within the stated mission, vision and core values of the Camp. The Camp Director reports to and is responsible to the Camp Board of Directors.

Essential Job Functions:

- Vision, Mission Values
    - Has an active faith in Jesus Christ and shares a desire for campers to come to know Him.
    - To ensure that visitors to Camp Wilmot have a relevant, meaningful experience.
- Promotion and Development
    - To lead, promote, advertise and build participation in all of Camp Wilmot's programs and events.
    - Attend professional meetings as appropriate to improve staff and facilities.

        - Set up Jotform, communicate necessary website updates, and update social media. Social media should be utilized in order to promote summer camp programming; non summer camp related posts should be communicated with the BOD liaison before posting.
        - Take part in at least 5 hours of professional development per year.
- Financial Oversight
    - Develop the annual program budget and to agree to an appropriate staffing budget with the Board of Directors.
    - Develop methods and systems for pricing programs competitively and appropriately to be self-sustaining in partnership with the Board of Directors.
    - Work in partnership with the treasurer for regular financial updates.
    - Keep track of all financial spending throughout the summer and deposit checks as necessary.
- Staff
    - Recruit summer staff and interview new staff members.
    - Recruit and/or work directly with Program Director to ensure a successful summer camp.
    - Carry out background checks on new staff and check against sex offenders registry (annually) for all staff.

The Camp Director will communicate and collaborate with the Board of Directors, to:

- Implement and uphold all camp policies and ensure ACA records are up to date.
- Work with the BOD to prepare a long-range, strategic plan for Summer Camps.
- Report regularly to the BOD about progress toward organizational objectives, financial status of the organization and other issues of concern.

Other Job Duties:

- Invest in yourself spiritually, professionally and recreationally.
- Follow all organizational policies and procedures.
- Work with the ACA committee to maintain necessary paperwork and understand all ACA regulations and requirements to ensure compliance.
- Act in accordance with the guidelines of the PCCCA, Presbytery policies, ACA requirements and insurance requirements.
- Work alongside Program Director to provide staff to train staff and monitor performance; to reinforce or correct staff behavior and to carry out their responsibilities in the camp's performance review system.

- Director will have an annual evaluation and debrief (post-summer) with the Personnel team.
- In January of each year, a new contract will be signed for the following summer period and for the spring preparation for summer camp.
- During the summer season, the BOD will check in regularly with the Director and plan at least one support visit that will take place during the summer season.

Maintaining Effective Relationships and Communications:
Effective relationships and communications include those with the Board of Directors and staff members. The Camp Director is expected to provide accurate and regular reports to the Board of Directors. The Director is also expected to work with the Site Manager to ensure New Hampshire State law compliance. The Site Manager is managed by the BOD but day-to-day requirements may be shared with the Site Manager during the summer season. Additionally, the Camp Director is expected to mentor staff in their spiritual journey and care about their welfare. The Director will oversee the process of recruiting and hiring summer staff.

Equipment Used:
Vehicle - the Camp Director must be able to drive in case of emergency and for general transportation requirements.

Qualifications:

- Commitment to Jesus Christ as Lord and Savior; spiritually mature.
- Significant Camp, mission or ministry experience. At least two years of experience in a leadership role is required.
- Personal initiative, ability to understand and embrace the mission statement, vision and purpose.
- Demonstrate excellent organizational, marketing, fundraising, supervisory and interpersonal skills.
- Critical thinking and ability to develop relevant, meaningful and attractive programming that is updated regularly.
- Display a positive attitude and be able to work without direct supervision, maintaining accountability and responsibility.
- Must possess a valid driving license.
- Must be at least 25 years old.
- Must present an acceptable background investigation, to be checked annually.

- Must pass a check of the sex offenders registry, to be checked annually.

Physical Aspects of the Job:
The Camp Director must be physically able to move around the site with ease.

Compensation:

The Camp Director will be compensated as per experience.

By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

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Director Name (please print) BOD Liaison (please print)

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Director Signature BOD Liaison Signature

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Date (MM/DD/YYYY) Date (MM/DD/YYYY)