

**MN Conference of the United Church of Christ
Position Description (Revised October 2016)**

Job Title: Pilgrim Point Camp Director
FLSA Status: Exempt
Job Class: FT (May – October); 10 hours/week (November – April)
Prepared by: Garth Schumacher
Approved By: Personnel Committee, MN Conference UCC
Revision Date: 10/15/2016

POSITION OVERVIEW:

This position has full overview responsibilities over the day-to-day operations at Pilgrim Point Camp in Alexandria, Minnesota, including the physical plant, kitchen, food preparation, volunteer recruiting and oversight, beach front, programming spaces, cabins, bathrooms, camping areas, roads, and administrative duties. The Camp Director will be in regular contact with the ACM of Faith Formation to make sure the health, quality, and programming of the camp is congruent with MN Conference values, mission, and strategic priorities. This position will supervise the Program Director during the course of the camp season. The Camp director lives on-site while camps are in progress during the camp season. The Camp Director will spend time in the off-season as a congregation contact for the purpose of promoting camp usage and volunteer recruitment.

KEY ACCOUNTABILITIES:

Key Accountability 1: Performs Administrative and Camp Operation Duties (50%)

- Overseeing property management responsibilities
- Scheduling maintenance (i.e. interaction with Luther Crest Camp)
- Managing financial records for camp and kitchen
- Hiring kitchen, property, and cleaning staff
- Managing Program, Kitchen, Water Front, and Temporary Staff

Key Accountability 2: Safety of camp (20%)

- Water front management
- Water, sewer, electric upkeep and record keeping for county and state health documentation
- Maintaining First Aid items, being a first responder for emergencies, and recording injuries for camp records

Key Accountability 3: Hospitality and Programming (20%)

- Being the welcoming registrar for guests as they arrive and leave camp property
- Managing Program staff for hospitality responsibilities.
- Assists ACM of Faith Formation for Children and Youth with denoting and hiring key camp leaders for specialized camps. (i.e. Deaf Family Camp; Camp Awesome, etc.)

- Assists ACM of Faith Formation for Children and Youth with programming as available
- Organizing mission work (i.e. Habitat for Humanity kinds of mission work) for various camps.
- Insuring Program Director properly maintains programming reflecting the values, mission and strategic priorities of the MN Conference.

Key Accountability 4: Promotion of PPC&R (10%)

- Visits pre-determined churches, cluster, and conference events
- Determines camp store items

ESSENTIAL QUALIFICATIONS/REQUIREMENTS:

Education/Experience: (Include any required licensure/certifications)

- Previous camp experience strongly desired
- Experience in church or non-profit settings preferred
- Management of staff experience desired
- First-Aid training preferred

Competencies:

- Good interpersonal skills, enthusiasm, and flexibility, and a willingness to function as part of a team.
- Ability to relate well to the diverse constituency of the MN Conference, both staff and volunteers.
- An effective trainer of adult leaders/staff who will be assisting in the work of Pilgrim Point Camp.
- Promotes and maintains a camp experience for all camp participants
- Is a person of faith and is open to those with a theologically progressive view of Christianity.
- Administrative skills.
- Ability to recruit, supervise, and delegate volunteers at camp.

Additional Requirement:

- Must be able to pass a criminal background check without restrictions

CALL STATUS AND ACCOUNTBILITY (REPORTS TO):

- Reports to the Associate Conference Minister of Faith Formation for Children and Youth.

DIRECT/INDIRECT REPORTS:

- Direct Reports: Program Director, Kitchen Staff, Cleaning Staff.
- All Camp Staff are indirect reports to Conference Minister

BUDGETARY/FISCAL RESPONSIBILITIES:

- Work within the Pilgrim Point budget in collaboration with Associate Conference Minister of Faith Formation for Children and Youth and the MN Conference Director of Finance and Operations.

POSITION LOCATION:

- Pilgrim Point Camp in Alexandria, MN

Application process:

Submit cover letter and profile or resumé to kevinb@uccmn.org by January 31, 2017.