

JOB DESCRIPTION

Presbyterian Mo-Ranch Assembly
Hunt, Texas

Job Title: Summer Camps Director
Department: Sales and Programs
Supervisor: Vice President of Sales and Programs
FLSA Classification: Exempt

Mo-Ranch Mission Statement:

The Mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.

Summer Camp Mission Statement:

Mo-Ranch Summer Camps are a unique ministry of Presbyterian Mo-Ranch Assembly committed to providing campers the opportunity to grow in their faith by: experiencing the love of God through relationships grounded in the Christian faith; living in community; and playing and learning in our beautiful outdoor setting. The 5Cs of camp are taught and demonstrated: Christian living, creativity, communication, collaboration and critical thinking.

Objective of Job:

Will collaborate with the Mo-Ranch staff to develop, design, promote and administer Mo-Ranch Summer Camps, both residential and day camp. He/she must demonstrate theological understanding of the mission of the Presbyterian Church as it relates to Christian nurture in the camp setting. The director will develop a safe, accepting and caring environment that provides an atmosphere where campers will grow in God through Jesus Christ.

Essential Job Functions:

1. Develop, plan and promote a fun, well-organized summer camp program incorporating the 5Cs of Camp: Christian Living, Creativity, Communication, Collaboration, Critical Thinking.
2. Along with the Chief Financial Officer develop a budget and operate within it.
3. Work collaboratively with finance, marketing, sales and chaplain
4. Recruit camp staff and volunteer leadership.
5. Conduct staff training.
6. Manage summer staff.
7. Promote camps by developing relationships and maintaining contacts with parents and campers.
8. Maintain camper retention at 60% or higher. and develop strong closing ceremony.
9. Promote and sell summer camp engaging multiple sales channels.
10. Ensure that supplies and equipment are ordered in a timely manner
11. Maintain and review records and evaluations of all programs, operations, staff and facilities related to Mo-Ranch Summer Camps and stay in compliance with all federal, state and professional camping requirements and standards.
12. Insure that risk management plan and emergency procedures are maintained.
13. Insure compliance with established safety standards.
14. Lead an annual analysis of camp and using the data plan for improvements in all aspects of the program
15. Live on site and be on call during summer camp session.

Supportive Job Functions:

1. Lead activities in areas of expertise or knowledge as needed.
2. Provide staffing assistance to Environmental Leadership Program and Challenge Ropes Course.
3. Assist with Mo-Ranch programs such as Thanksgiving, Easter, Spring Break, Grand Vamp, etc.
4. Ability to drive a Mo-Ranch vehicle on public roads as well as ranch property.
5. Represent Mo-Ranch to its constituents.
6. Travel estimated at 25% of schedule.

Education, Experience, and Skills Required:

1. Hold a BA or BS degree from an accredited institution of higher education.
2. At least three years of residential camp experience as a program director or as an executive director.
3. Active membership and proven leadership in the Presbyterian Church (USA) preferred, Presbyterian elders will receive preference.
4. Experienced in building relationship with parents, campers and churches.
5. Director certification by the American Camping Association preferred.
6. Be in excellent physical condition in order to meet the demands and challenges of a vigorous outdoor program; including ropes course, swimming, hiking, canoeing, etc.
7. Must possess and maintain a current, valid driver's license.

Physical requirements:

Must be able to hold a Lifeguard certification and a Ropes Challenge course certification. Must be able to walk, run, and perform repetitive motions, good visual acuity. Must be able to squat, bend, kneel, climb and reach. Ability to push, pull, and carry a minimum of thirty (30) pounds

Other:

1. Must be adaptable and work in collaboration with Mo-Ranch staff.
2. Have strong skill set in building relationships, adaptable and flexible.
3. Excellent communication skills.
4. This is not necessarily an exhaustive list of all the responsibilities, duties, skills, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to assign other different tasks.

Acknowledgement:

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

Employee

Date

Witnessed by:

Date