



Camp Highroad
Assistant Director for Summer Camp Job Description
Full Time
July 2024

The mission of Camp Highroad is to be an outdoor ministry set apart to serve, grow and renew all who visit.

Our Vision is to create expansive and enriching year-round experiences for people of all ages. This vision is anchored in Christianity and supported by a fully equipped staff and engaged community, operating with updated, sustainable systems and facilities. Camp Highroad is a ministry of the United Methodist Church.

The Assistant Director for Summer Camp, under the direction of the Camp Highroad Director, will lead a team of part time and seasonal staff to achieve this mission and vision. This will involve supervision of a part time summer staff of approximately 50 individuals. All functions and activities will be performed in alignment with the United Methodist Church Book of Discipline and all Camp policies.

Qualifications:

1. An active faith in Jesus Christ and a desire to see all come to know and grow in Him.
2. Experience in summer camp ministry, and programs with similar complexity.
3. The ideal candidate will have post high school education with bachelor's degree desirable.
4. Physically able to handle the demands and rigors of a schedule and responsibilities that can result in long and demanding days.
5. Possess proven management, leadership and interpersonal skills that inspire seasonal and summer staff.

General Responsibilities:

1. Establish summer camp theme and grounding Scripture with supporting messages.
2. Develop schedule, budget, execution plan and staffing requirements for summer camp.
3. Coordinate program offerings with colleagues, develop summer camp specific program offerings.
4. Recruit and in coordination with the Camp Director, hire summer staff to include counselors, counselors in training, team leaders and support staff in accordance with plan.
5. Market summer camp using social media, constant contact email and by engaging, community and faith-based organizations.
6. Administer registration processes in CampBrain, aligning campers, and staff to specific weeks and programs to fully maximize planned summer camp capacity.
7. Virtually onboard hired seasonal and summer staff ensuring set up in payroll system.
8. Conduct and coordinate the training for seasonal and summer staff required for Summer Camp program.
9. Develop weekly schedules for programs and activities specific to each week.



10. Manage seasonal and summer staff to execute programs and activity schedules, reallocating summer staff to other camp needs as available.
11. Make recommendations, and draft changes to update policies and procedures as they relate to summer camp program.
12. Administer summer staff performance evaluation program, giving summer staff feedback and development guidance so that they can progress through increasing roles of responsibilities.
13. Execute summer camp in coordination and support of other Camp Highroad full-time staff.
14. Ensure weekly summer camp staff meetings are conducted, identifying lessons learned and areas of improvement to incorporate in following week.
15. Coordinate end of summer camp season party with Camp Director and Camp Highroad Board.

Evaluation and Benefits:

1. Full time position with UMC pension.
2. Annual evaluation will occur by the Camp Highroad Executive Director in accordance with the employee manual whose policies are incorporated herein as are other written policies.
3. Competitive salary plus health insurance for Assistant Director and family.
4. It is expected that the Assistant Director for Summer Camp will perform duty host responsibilities outside of Summer Camp season on a rotating basis.

Please send resume to Board Chair, Greg Early, board.chair@camphighroad.org.
Please note **Assistant Director for Summer Camp** in Subject line