



Camp Highroad
Camp Director Job Description
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 Camp Director, under the direction of the Board of Directors, will lead a team of full time, part time, summer, and seasonal staff to achieve this mission and vision. This will involve supervision of staff, operations, programs and supporting services while ensuring good stewardship of camp resources. 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 outdoor adventure camping, camp ministry or similar children/youth focused outreach programs.
3. Experience managing operations and support teams, with background in operations, facilities management, financial/accounting and personnel management.
4. Previous involvement and experience obtaining camp accreditations with professional organizations such as American Camp Association (ACA)
5. The ideal candidate will have post high school education with bachelor's degree desirable.
6. Physically able to handle the demands and rigors of a schedule and responsibilities that can result in long and demanding days.
7. Possess proven interpersonal and public relations skills.
8. Ability to inspire and lead an organization to meet mission and vision.

General Responsibilities:

1. Effective delivery of existing and new programs and activities with emphasis of supporting and aligning camp mission and vision.
2. Maintenance and refresh of physical plant as well as planning for new facilities.
3. Financial health of Camp Highroad, ensuring long term longevity of camp.
4. Ensure all health and safety standards for staff, campers and guests are paramount.
5. Supervision of all communications including community outreach, website and social media.
6. Continued review of processes and policies to ensure compliance, safety and efficiency.
7. Implementation of the Camp Highroad strategy into operational offerings, programs and activities.



8. Leadership of staff to ensure staff development, performance feedback and career development.
9. Ensure regular staff meetings occur routinely with effective communication and collaboration.
10. Work with Camp Board to achieve mission and vision including connection with Board subcommittees.
11. Provide regular reports and updates that provide financial trend analysis and overall camp health.
12. Perform other responsibilities as necessary.

Evaluation and Benefits:

1. Quarterly feedback based on annual objectives, goals and progress on camp needs.
2. Annual evaluation will occur by the Board in accordance with the employee manual whose policies are incorporated herein as are other written policies.
3. Competitive salary plus health insurance for Director and family, pension and housing provided on camp facilities and grounds. It is expected that the Camp Director will join other scheduled staff and be available to respond 24/7 to emergencies as well as take their turn in rotation for weekend duty.

Authority: The Camp Director has the authority to implement the policies of the Board of Directors, to administer and manage day to day operations of Camp, its staff, programs and the development functions of the Camp.

Please send resume to Board Chair, Greg Early, board.chair@camphighroad.org.

Please note **Camp Director** in Subject line