



Rocky Mountain Conference of The United Methodist Church

Job Description

Position Title: Site Director, Buckhorn United Methodist Camp and Retreat Center
Reports to: Assistant Director of Mission and Ministry
Department: Mission and Ministry
Date: November 2016

General Purpose

This position oversees and manages all aspects of Buckhorn United Methodist Camp and Retreat Center and works to carry out the mission of Camp and Retreat Ministry of the Rocky Mountain Conference at Buckhorn. In this effort, the Director oversees the safety and quality of all Buckhorn facilities, operations, and programs according to accreditation bodies; local, state and federal guidelines and standards; and the mission and goals of the Rocky Mountain Conference. This position provides guidance and supervision to staff and volunteers at Buckhorn as well as ensuring a safe environment and hospitality to campers and retreat groups.

Essential Duties/Responsibilities

Hospitality

Serve as primary contact for individuals and groups interested in using Buckhorn.
Respond to camper and guest group needs with radical Christian hospitality.
Provide information about camp and retreat resources and opportunities to assist group leaders in decision-making, planning and scheduling of activities and facilities.
Book retreats and foresee the needs of repeat groups, keeping them updated on new activities and pricing.
Seek out relevant opportunities for volunteer groups to actively participate in Buckhorn's ministry.

Programming

Develop and implement safe, fun, quality Christian programming consistent with United Methodist theology and priorities of the Rocky Mountain Conference.
Recruit and supervise design teams for camps and retreats.
Collaborate with ministry leaders to create and facilitate adult and intergenerational retreats.
Lead seasonal staff in the delivery of age-level summer camps.

Operations

Facility management and maintenance, including property development and maintenance needs to ensure stewardship of current resources and identification of future needs.
Recruit, hire, train, supervise, evaluate and appreciate all Buckhorn staff and volunteers.
Provide for general administrative and reporting needs.
Oversee food service for hospitality and quality, nutritious and tasty meals that are age and group appropriate as well as meeting special diet needs.
Facilitate communication between groups and lead cook and kitchen staff.
Administer complete housekeeping responsibilities to ensure clean and safe lodging, meeting and facility space.
Ensure that health and safety standards are being met according to health department regulations.

Marketing

Maintain and update website and social media.
Produce a regular newsletter for churches and user groups to stay informed and connected to Buckhorn.
Create and distribute marketing materials – brochure, save the date cards, Christmas cards, t-shirts for camp store.

Finances

Oversee the financial management and fund development operations to allow for adequate annual funding, reserves and to meet short-term and long-term goals.

Develop and operate within annual budget.

Process bills, invoices, deposits and related paperwork in cooperation with Buckhorn accountant.

Regulatory Compliance

Ensure compliance with all local, state and federal health and safety requirements.

Ensure compliance with relevant Camping and United Methodist association requirements.

Ensure compliance with United Methodist Safe Sanctuary policies.

Supervisory Duties

Buckhorn staff and volunteers

Job Qualifications

Commitment to and knowledge of Christianity with an understanding and enthusiasm for United Methodist theology and tradition as expressed by the Rocky Mountain Conference

Passion for connectional camp and retreat ministry and experience in denominational church ministry

Demonstrated ability to recruit, coach and resource other leaders in camp and retreat ministry

A self-starter with demonstrated competency in team building, networking with leaders and congregations, visioning and motivating groups of persons in ministry

Excellent organizational, people and communication skills with the ability to use those skills to coordinate and motivate volunteers and to effectively work with multiple constituencies in person and virtually

General construction knowledge with personal or management experience

Professional and patient, with a strong orientation towards customer service and responsiveness

Excellent verbal and written communication skills, with ability to effectively present information and respond to questions from staff, clients and guests

Ability to identify and anticipate work needs and proactively take steps to accomplish tasks

Well organized and able to manage multiple priorities

High degree of proficiency with Microsoft Office products and database software

Sensitive to and respectful of personal situations

Ability to honor confidentiality and use discretion in performing tasks

At least 25 years of age.

Education or Formal Training and Certifications

A Bachelor's degree is required. In some cases, equivalent work experience will be considered.

Demonstrated ongoing continuing education related to camp and retreat leadership.

Certifications in lifeguard and waterfront, small systems water operator, medication administration, wilderness first aid, rock climbing, archery instructor or others as required.

Experience

A minimum of three years' experience as Director or Program Director in camp or retreat ministry with demonstrated management and program growth

Experience working within a ministry culture that respects diversity in its many forms

Working Environment

Remote outdoor camp facility

Physical Activities

Ability to lift up to 50 pounds

Ability to walk briskly up and down hills and on uneven ground at 7,800ft

Use of maintenance equipment and machinery, including snow plow
Ability to lead moderate physical activities in the course of a typical day

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

To Apply

Interested applicants should email a letter of application, current resume and contact information for three professional references, no later than December 31, 2016, to Laurie Day, Assistant Director of Mission and Ministry, laurie@rmcumc.com. Interested applicants should feel free to email Laurie Day for additional information or questions.