

Appendix A

CAMP DIRECTOR JOB DESCRIPTION CAMP PINE LAKE CHURCH OF THE BRETHREN, NORTHERN PLAINS DISTRICT

TITLE: Camp Director

REPORTS TO: Camp Pine Lake Joint Committees

EMPLOYER: The CPL Board then to the District Executive Committee on matters of employment and salary on recommendation of the CPL Board.

ACCOUNTABILITY: Camp Pine Lake Board with oversight from the Property Committee regarding facility and grounds and the Program Committee relative to program ministries.

JOB SUMMARY: To provide campers with a safe, attractive, comfortable, and Christian environment in which to learn, live, and develop their faith.

JOB PERIOD: The contract will run from January 1 through December 31.

HOURS/SEASONS:

May-September: 8-24 hours a day

October-April: 30 hours/week

QUALIFICATIONS:

College graduate preferred, with experience in Christian camping leadership and skills in public relations, promotional activities and communication. The Camp Director must relate well to the CPL Board, NPD members, CPL guests, campers and parents of campers.

The Camp Director must be a leader of people, exhibit a spirit of cooperation and promote a teaming relationship with other camp staff.

The Camp Director should be a committed Christian who not only professes Christ, but also attempts to live His teachings. The Camp Director should support the principles as expressed by the Church of the Brethren.

The Camp Director must have enthusiasm for the mission of Camp Pine Lake and a strong desire to promote the ministries provided to the Northern Plains District through outdoor experiences.

The Camp Director must have strong administrative, clerical and accounting skills.

RESPONSIBILITIES:

1. Work with the CPL Board
 - a. Assist in analyzing problems and needs of the camp.
 - b. Work with CPL Board Chair to set agenda for CPL Board meetings
 - c. Work closely with CPL Board in programming and finance.
 - d. Assist Camp Program Director with the individual camps as established by the CPL Board.
2. General Operation
 - a. Office and Business Management

- i. Develop and present a yearly budget at the winter CPL Board meeting.
- ii. Financial Responsibilities will include:
 - 1. Serve as camp registrar, receiving, receipting, and depositing registration and camp user fees with the bank and reporting each transaction to the camp treasurer.
 - 2. Manage the camp petty cash fund and providing adequate receipts for replenishment.
 - 3. Use the voucher system for all expenditures as adopted by CPL Board.
 - 4. Receive adequate financial reports on camp income and expenses from camp treasurer.
- iii. Receive and arrange payment of bills
- iv. Keep an adequate filing system.
- v. Maintain insurance records and provide reports as requested by District Stewards Commission.
- vi. Keep all permits up to date. Post emergency numbers.
- vii. Serve as contact person for groups wishing to use the camp facilities and coordinating their use with the camp's regular program. Programming of the Church of the Brethren will receive priority.
- viii. Schedule all camp use and maintain main calendar (Assist in coordinating the camp schedule for the year as approved by the CPL Board.)
- ix. Hire and supervise food service staff and assist food service in purchasing and scheduling.
- x. Host rental groups
- b. Personnel Management
 - i. Assist Program Director with counselor/dean recruitment
 - ii. Coordinate nurse and medical information
 - iii. Be involved with a regular evaluation of all phases of the program and employees under his/her direction
 - iv. Supervise and evaluate staff
 - v. Plan and schedule staff/counselor training regarding camp policies, procedures, etc.
 - vi. Uphold camp policies and regulations
- c. Maintenance
 - i. Coordinate volunteer groups with the Property Manager for seasonal cleanup and construction projects.
 - ii. Purchase supplies
- d. Safety:
 - i. Work with the Program Director to develop an ongoing first aid and safety program, including arranging for medical treatment of campers and user groups.
 - ii. Remain aware of weather conditions relating to staff/camper safety
- 3. District/Public Relations
 - a. Promote usage and rental of camp facility.
 - b. Encourage church and volunteer participation in programming
 - c. Coordinate maintenance of the website
 - d. Obtain t-shirts or other giveaway item for Brethren camps
 - e. Visit churches during services, meetings, Bible Schools, Day Camps, etc.
- 4. Professional Growth
 - a. Attend annual Church of the Brethren OMA Conference
- 5. Program
 - a. Plan camping dates with program director
 - b. Facilitate off-season, off-site camp programming
 - c. Create camping resources for use on and off site (bringing camp to the people)
 - d. Contact campers before camping season and week
- 6. Other Duties as Needed