



**California Pacific Annual Conference  
Of The United Methodist Church**

**POSITION DESCRIPTION**

POSITION TITLE: **Director (Camp Site)**  
EMPLOYMENT CATEGORY: Exempt  
ESSENTIAL MINISTRY TEAM: Leadership  
LOCATION: Designated Camp Site

MISSION OF THE UNITED METHODIST CHURCH:

“To make disciples of Jesus Christ for the transformation of the world.”

VISION OF THE CALIFORNIA-PACIFIC ANNUAL CONFERENCE:

“Inspiring the world as passionate followers of Jesus Christ so that all may experience God’s life-giving love.”

**POSITION PURPOSE AND OVERVIEW**

In order to effectively serve the ministries of the California-Pacific Annual Conference of The United Methodist Church, and those of other groups hosted at the site, the director balances efforts among responsibilities including hospitality, administration, program development and implementation, human resources, food service, facilities management, maintenance, public relations, marketing, and health and safety. The Site Director carries out the policies, procedures and goals identified by the Leadership Essential Ministries Team; the Camp and Retreat Ministries Council (CRMC) and the Conference Trustees.

**Supervised by:** Director of Camp, Retreat and Discipleship Ministries

**Supervision responsibility for:** All camp site staff

**Camping, Outdoor and Retreat Ministries Mission Statement and Core Values:**

EVERYONE belongs, is welcome and is to feel safe.

- Meaningful RELATIONSHIPS with God and others happen here
- God’s CREATION is to be enjoyed.
- TIME spent away is good for peace of mind and soul.
- Lives are TRANSFORMED so that the world might be changed.

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## PRIMARY ROLES, ACTIVITIES AND RESPONSIBILITIES

### Christian Hospitality:

1. Cultivate relationships with volunteers and churches in the camp's service area.
2. Anticipate needs, provide quality facilities and services, and coordinate use of the site by guest groups within policies of CRMC.
3. **Attain, supervise and maintain quality food service at the site. May be responsible for menu planning, purchasing of food and supplies, and the preparation of all meals in the absence of a Food Service Manager or Head Cook.**
4. Attain, supervise and maintain a high level of cleanliness throughout the facility and grounds.
5. Help to provide an atmosphere for developing good morale and well-being among the site staff and guests.
6. Compose and manage correspondence with guest groups, including but not limited to: welcome letters, pre-event phone calls, final count packets and thank-you letters.

### Maintenance:

- a. Ensure the maintenance of utility systems, buildings, grounds and equipment to provide a safe, clean, comfortable and attractive facility for all guests.
- b. Operate and maintain, or ability to learn to operate and maintain tools, equipment and vehicles used in the performance of this job.
- c. Ensure the repair of common plumbing, electrical, and carpentry problems that occur in buildings, performing repair functions as needed.
- d. Operate residential and commercial grade power tools such as a 7 1/4" circular saw, table saw, router, radial arm saw; fire extinguishers; residential and commercial grade food service equipment such as microwave and convection ovens, stove hoods, dishwashers, food slicer; vacuum cleaners and floor polishers.
- e. Protect the assets of the **Conference** and ensure that all tools, equipment and vehicles at the site are operated and maintained in accordance with manufacturer's instructions, and establish and maintain files on all tools, equipment and vehicles.

### Supervisory Responsibilities

- a. Directly supervise one or more staff members, and individual or groups of volunteers.
- b. Carry out supervisory responsibilities in accordance with Conference policies and applicable laws.
- c. Responsible for: training, planning, assigning and directing work, performance appraisal, addressing complaints and resolving problems.
- d. Oversee timekeeping system at the site, and ensure that correct payroll procedures are followed.

### Administrative/Management:

- a. Ensure site is in continual compliance with local, county, state, federal and industry regulations and standards, including, but not limited to, those of the Department of Environmental Health, State Fire Marshal, local fire agency, insurance companies, OSHA, Building and Safety, and American Camp Association.
- b. Train and manage professional and volunteer staff to fulfill the mission of the Cal-Pac Conference.
- c. Lead others through personal example.
- d. Prepare estimated annual operating and capital budgets for submission to CRMC for approval.

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- e. Set and supervise office procedures, opening-and-closing procedures for staff and guest groups.
- f. Develop and regulate routines, schedules, and procedures for camp operation.
- g. Define and monitor crisis management plan, including emergency procedures.
- h. Complete, process, maintain and submit all required forms and evaluations in a timely manner.
- i. Read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.
- j. Write and create reports, business correspondence and procedures manuals, including but not limited to: employment forms; guest group invoices; monthly income/camper day report; deposit memos and check requisitions; batch control forms; accident report forms; insurance claim forms; capital expenditure requests; preventative maintenance forms; facility inventories; monthly milk consumption report; camp store physical inventory forms; and petty cash voucher
- k. Prepare an evaluation and summary of the current season including inventories, reports and recommendations for the following season.

Assist in the coordination of fund raising activities for designated site committee projects, Maintain regular telephone and e-mail communication with conference office and supervisor and advise Director of Camp, Retreat and Discipleship Ministries of significant occurrences at the site.

### **Marketing:**

- a. Effectively present information and respond to questions from guests, colleagues, regulatory agency representatives, and the general public.
- b. Create and execute a marketing plan that will maximize usage of the campsite while caring for the environment.
- c. Conduct tours of the facility for prospective guests.
- d. Plan and implement events for prospective guests providing an orientation to the facility and support services.
- e. Schedule bookings for use of the facility.
- f. Work and communicate with site committee members, volunteers, staff, guest groups and the public.
- g. Work with CRMC define site goals/programs.
- h. May manage a web site on the Internet for the camp.

### **Programs:**

- a. Construct and maintain a list of local resources, both people and area attractions, to facilitate guest programming.
- b. Network with the CRMC for the purpose of effecting programming appropriate to the site.
- c. Network with other annual conference councils and agencies for the purpose of effecting programming appropriate to the site.
- d. Network with area churches and the local community for the purpose of effecting programming appropriate to the site.

**The activities and essential functions listed in this job description are not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required of employees assigned to this job, and may be subject to changes in the future.**

### PHYSICAL REQUIREMENTS

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the employee is regularly required to use hands to grasp, handle or feel.
- The employee frequently is required to walk, sit, stand, talk and hear.
- The employee is occasionally required to climb or balance, stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 50 pounds.
- The employee frequently is required to lift 20 pounds above head level.
- The employee is required to taste and smell in order to assess the condition of food.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- The employee will regularly be exposed to extreme heat.
- The employee will regularly work near moving mechanical parts.
- The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and risk of fire.
- While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.
- The noise level in the work environment is usually moderate.

**The individual must possess the following knowledge, skills and abilities, and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation.**

#### General Requirements

While performing the duties of this job, the employee is occasionally required to travel to other locations, for days at a time, for management meetings, seminars, training, vacation relief and emergencies.

The employee must possess to ability to deal effectively with living in close proximity to the work environment and to adapt to the required work schedule and lifestyle.

The Camping and Outdoor Retreat Ministries Council, and the Director of Camp, Retreat and Discipleship Ministry retains the sole right to exercise all managerial functions, including the right to transfer employees to other locations on a temporary or regular basis at will as they see fit.

Times at which vacation is taken may be restricted or changed due to usage of the site, or meetings.

The employee, for reasons of security and the convenience of the employer, may be required to live on site. Therefore, available on-site housing, subject to change, is provided to the employee. Housing is owned by the Annual Conference, which retains all of its rights as landlord. The employee is expected to maintain the housing in a satisfactory condition at all times during his or her employment.

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## SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITY

**The individual must possess the following knowledge, skills and abilities, and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation.**

1. Knowledge of The United Methodist Church polities and processes as well as the organization and policies of the California-Pacific Annual Conference.
2. Working knowledge of word processing, spreadsheet, and preventative maintenance software.
3. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

### **Mathematical Skills**

- a. Add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals.
- b. Compute rates, ratios and percentages.
- c. Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and volume.

### **Reasoning Skills**

- a. Define problems, collect data, establish facts, and draw valid conclusions.
- b. Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- c. Interpret a variety of instructions furnished in written, oral, diagram and schedule form.

### **General Skills**

- Must possess hosting mentality.
- Must have the ability to prioritize and organize varied/multiple tasks.
- Excellent time management and organizational skills.
- Must be able to work independently and take initiative to complete tasks.
- Must possess excellent people skills.

## EDUCATION, CERTIFICATIONS AND EXPERIENCE

- Bachelors' degree or minimum five years' experience in similar position
- Valid and current driver's license.
- Possession of or ability to obtain and maintain:
  - California DMV Class B License
  - Community CPR Certification
  - American Red Cross Standard First Aid (or equivalent) Certification
  - American Camp Association BCDC
  - Food Handler's Certificate (in applicable counties)
  - Certified Pool Operator Certification (where applicable)
  - Small Water Distribution System Certification (where applicable)
  - Certificate of Completion of Water Quality Control Institute course:
    - "Introduction to Wastewater Treatment" or equivalent (where applicable)

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Acknowledgement of Receipt

**I have read and understand the position description information for the Camp Site Director and hereby state that I can perform the essential functions of the job with or without reasonable accommodation.**

\_\_\_\_\_  
**Print Employee Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

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