



Job Description
Camp Fontanelle Site Director
Exemption Status: Exempt

Job Summary:

This position is responsible for furthering the mission of Great Plains United Methodist Camps Inc., at Camp Fontanelle through the development and management of program, human resources, financial, marketing, and strategic operations.

Primary Job Duties:

1. Ensure camp programming that meets the needs and interests of the camp's core constituents, offered in a safe and quality manner.
 - Remain current with information on the developmental needs of youth.
 - Annually seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program, facility, and staff.
 - Provide programs and activities appropriate to the camper population.
 - Provide communication and camp representation to campers and all user groups.
 - Develop and implement crisis and risk management procedures.
 - Work with church pastors, leaders, conference leadership to determine, develop and implement programs that meet the needs of congregations.
2. Oversee the financial management and fund development operations to allow for adequate annual funding and long-term financial planning and goals.
 - Work with the Camp Fontanelle Site Council to develop and monitor fiscally sound budgeting for camp operations.
 - Work with the Camp Fontanelle Development Team to create and implement both short and long-term fundraising strategies for the camp program and facilities.
3. Support the work of the Development Team.
 - Identify, research, and cultivate potential major donors for Annual Operations, Capital Improvements and Legacy Gifts. Establish annual goals for the number of contacts made, including email, phone, Zoom, and in person meetings.
 - Set goals and proactively pursue speaking engagements to promote gifts and on-going financial support of Camp Fontanelle.
 - Involve the Camp Communications Officer with fundraising by seeking stories, articles for assorted media, and identifying specific needs for the camp.
 - Assist the staff in setting & achieving fundraising goals.
4. Design and implement a marketing plan to increase camper attendance and camp usage.
 - Work with the Camp Staff and Site Council to utilize effective on communications (print, web, media) to increase United Methodist camper and user group attendance.
 - Prepare and analyze annual enrollment trends for the Site Council.
 - Work with the Site Council and the Great Plains Coordinator of Camping Ministries to develop and implement recruitment and retention strategies.
 - Work with Site Council and Development Team to prepare persons to be Speaking Ambassadors with a consistent message and script for presentations.

5. Implement human resource management practices to recruit and retain seasonal and year-round staff.
 - Recruit staff based on camper enrollment and program management requirements.
 - Hire, train, supervise, evaluate, discipline, and terminate when necessary, the seasonal and year-round staff in consultation with the Program Director.
 - Stay up to date on Safe Gatherings and other standards of safety and maintain records of certifications of staff.
 - Develop and maintain practice protocols for a positive working environment for fulltime staff, parttime seasonal staff, and volunteers (unpaid staff).

6. Manage property development and maintenance needs to ensure the stewardship of current resources and identification of future needs.
 - Assist the Site Council (and Property Committee) in conducting an annual assessment of property and maintenance needs.
 - Work with Site Council (and Property Committee) to invite volunteer groups to assist in maintaining the property and facilities.
 - Prepare annual and long-term property plan.
 - Advise GPUMC, Inc. and Site Council regarding major maintenance and development needs of the site. Provide plans, costs, documentation, and recommend priorities as requested to assist in the long-range planning for funding of physical needs.
 - Provide training of persons and upkeep of equipment and facilities, and keep records of licenses and certifications.
 - Work with Site Council (and Property Committee) to develop a prevention and maintenance tracking system.
 - Work with Site Council (and Property Committee) to develop and maintain an inventory of all assets.

7. Oversee the daily operation of the summer resident camp and retreat/conference groups including food service, program, business, camper and staff supervision, and health care.
 - Supervise the Food Service Manager and review the food service program.
 - Secure sufficient health care staff and oversee their implementation of the health care plan.
 - Adopt sound business management practices, overseeing all financial and business operations, including financial record keeping, office management, camp store, etc.
 - Utilize a systematic approach to data base management for campers, families, alumni, and donors.
 - Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.

8. Practice radical hospitality, providing comfortable, quality physical facilities and services to meet the needs of camps, family reunions, and retreats.
 - Be informed of local, state, and federal codes, regulations, and requirements, as well as relevant accreditations and certifications and assure that Camp Fontanelle is in compliance.
 - Develop and oversee guest services, contracts, and customer service.

Other Job Duties:

- Maintain membership in ACA (American Camping Association) with accreditation.
- Maintain a positive relationship with United Methodist Camping and Retreat Ministries.
- Be an active member of Great Plains United Methodist Camps, Inc. Board of Directors.
- Work with the Camp Fontanelle Site Council.
- Work with Great Plains Coordinator of Camping Ministries and the other four GP campsites to develop and implement programming and best practices for Great Plains United Methodist Camping.

Characteristics:

- Grounded in the Christian faith
- Upholds and supports the Social Principles of the United Methodist Church
- Understands and upholds the Six Signs of Discipleship
- Works cooperatively with others
- Integrity
- Self-motivation
- Technical competency
- Presents a positive image
- Is passionate about her/his camping ministry with children and youth

Experience, Educational and Skill Requirements:

- 5 years of previous camp administration experience preferred
- B.S. or B.A. degree preferred
- CPR and First Aid Certified required
- Life Guard Certification preferred
- Safe Gatherings Certification required
- ACA accreditation process experience required
- Good computer skills, including word processing, spreadsheet, social media, and e-mail communication required

Abilities Required:

- Manage time without regular supervision
- Work independently without close supervision
- Communicate effectively with guests and staff
- Drive an automobile, pick-up, tractor/mower, and utility vehicles
- Physically move around the total site
- Lift freight and equipment

Accountability:

This position is accountable to the Camp Fontanelle Site Council and the Great Plains United Methodist Camps, Inc.

Supervisory Responsibilities:

The Camp Site Director is responsible for supervision of the full time year-round camp staff and part time seasonal staff.