



### **Assistant Camp Director Job Description**

As a member of Camp Arcadia's management team, the primary purpose of the Assistant Director (AD) is to coordinate Camp's operations including seasonal staff hiring, in-season operations and to provide leadership, direction, and management for Camp's programs and retreats.

The AD will focus on carrying out Camp's mission to *provide a Christ-filled setting for families, individuals and staff to connect with Christ and others amid the beauty of God's creation. Through vacation and retreat experiences at Camp, we are renewed in spirit, mind, and body and are inspired to share the love of Christ in our lives, families, and communities.* This mission is achieved through Christian hospitality to Camp's guests, developing our seasonal staff, and leading and supporting fellow management team members in Camp's operations.

**Qualifications & Abilities:** Desired characteristics include being creative, flexible, servant-hearted and a team-player. They must have a desire to nurture and develop college-aged staff as leaders, as well as the ability to interact with guests of all ages. They need to be able to lead small and large groups of people. Must be willing to learn and take on additional responsibilities when required. Bachelor's degree required.

Additional qualifications include:

- Excellent computer, verbal and written communication skills.
- Proven leadership skills, with management experience preferred.
- Public speaking experience.
- An understanding and appreciation of Lutheran theology.

**Reports to:** The AD is a member of the management team and reports to the Executive Director.

**Direct Reports:** Housekeeping Supervisor, Summer Program Director, Trading Post Manager (1-2)

**Compensation Package:** Salary (45K - 60K depending on experience), retirement benefits, vacation, paid holidays, sabbatical program, health & dental insurance for you and your dependents, life and disability insurance. Meals are provided for the staff member and immediate family members during the summer and fall when guests are provided with meals. Temporary housing is available.

### **Major Responsibilities**

**Camp's Program Leadership and Coordinator:** Provide direction and leadership for all Camp programs (TPE/Total Program Experience) except the Dean & Lecturer's Program. Evaluate and improve existing programs while developing new programs. Supervise Summer Program Director and involve them in the pre-summer preparations and coordinating program staff training, evaluations and support.

**Camp Operations Coordinator:** Lead weekly management staff (full-time, year-round) and department head staff (seasonal leaders) meetings during the season to coordinate operations and provide professional growth. Responsible for reading the weekly surveys and sharing tangible positives and corrective actions with management staff and Department Heads. Help other management team members problem-solve staffing issues. Work with other management team members to transition Camp between retreats. The AD is on-call for staff and guests emergencies as needed.

**Summer Staff Recruitment & Selection:** Coordinate staff recruitment efforts and lead the staff selection and hiring process of college-aged staff members. All management team members are involved in recruiting, interviewing, and selecting the summer staff.

**Fall Staff Coordination:** The AD is responsible for coordinating fall staff when on-site in season. The ED leads the recruiting efforts with support from the AD. The Office Manager leads the paperwork and arrival of fall staff. The AD coordinates staffing within the management team and executes general training for fall staff.

**Seasonal Staff Leadership:** The AD coordinates and manages non-departmental seasonal staff areas like staff arrival/departure, welcome, staff training, and human resource needs once staff are hired. During the season, the AD coordinates the staff prayers, devotions, weekly staff worship service, staff spiritual advisor, SMIT (Staff Ministry Impact Team) team, Camp turnover, including announcements & encouragements, and other programmed staff activities.

**Trading Post Supervisor:** In the off-season the AD will work to update the TP menu and order the food and supplies it needs. The AD will work with the Executive Director on ordering the merchandise for sale. They will also update the training manual.

In-season the AD will train the TP leadership and provide leadership and support as the TP Managers direct supervisor.

**Housekeeping Staff Supervisor:** The AD will work with the housekeeping supervisor and/or the housekeeping staff to make sure Camp's facilities and grounds are clean and organized. This also includes Camp's laundry operations. This mostly includes making sure they have all of the cleaning and lodging supplies that they need.

**Budgetary Management:** The AD will manage various budgetary items with regards to their areas of responsibility such as the Trading Post, Program and Housekeeping.

**Camp Office:** During the off-season the AD will help answer phones as needed and support office procedures and operations.

### **Workflow**

This is an overview as to the hours and days worked throughout the year. As an exempt salaried position, the actual hours and days might vary. Due to the seasonality of Camp's ministry, the AD will have three distinct seasons – summer, fall, and off-season.

**Summer:** End of May through Labor Day weekend. 55 – 60 hours per week with meal times included. The AD has 1.5 days off each week. (The AD is expected to take most of their meals at Camp when they are working, as this is a good time to connect with the staff.) There will be some responsibilities in the evenings – staff introductions at staff talent show, and staff worship service, etc. The AD can take off time in the mornings and afternoons as needed, especially if they are going to be at Camp later in the evenings. During the first three weeks of the summer, when staff training is in progress, this schedule differs.

**Fall:** After Labor Day weekend through the end of October, Camp Arcadia mostly hosts weekend retreats, with a few mid-week retreat groups. The AD's work schedule depends on the number and quality of our fall staff. The less staff we have and the more training and oversight they need, the more the AD works when guests are on-site. Generally, the AD will have the equivalent of two days off in a week. 45-50 hours per week

**Off-Season:** During this time Camp's guests operations are closed. From the beginning of November through mid-May the management team generally work 5 days a week, 9 – 4 pm and 9 – noon on Friday, approximately 32 hours a week.