

Camp Quaker Haven

Camp Director Job Description

- I. Public Relations
 - A. Represent Camp Quaker Haven (CQH) as leader and director both within and without Mid-America Yearly Meeting (MAYM).
 - B. Scheduling Rental Groups
 - 1. Work to fill all open dates on camp schedule.
 - 2. Maintain and communicate rental schedule.
 - 3. Serve as contact person for all rental groups.
 - 4. Conduct a pre-camp, onsite inspection for all rental groups.
 - 5. Conduct a timely, post-camp evaluation with all rental groups.
 - C. Promoting CQH
 - 1. Present funding and promotional strategies to the Executive Director (Camp Board Chair) and Superintendent of Youth and help in their execution.
 - 2. Assist in developing promotional materials (brochures, videos, displays, etc.) along with the Director. Keep materials available for Yearly Meeting-wide use.
 - 3. Communicate camp progresses to MAYM church through an annual mailing at the beginning of each calendar year.
 - 4. Attempt a personal visit to each MAYM church once every three years.
 - 5. Publicize and coordinate workdays and projects for volunteers.
 - 6. Be available for requested church visits.
 - 7. Keep website and any approved social media accounts up to date.

- II. Long Range-Planning and Development
 - A. Participate on long-range planning committee.
 - B. Make recommendations to long-range planning committee concerning further development and expansion of camp.
 - C. Stay current on the Christian camping industry and trends.
 - D. Communicate long-range vision (as approved by Camp Board) to CQH staff and MAYM.

- III. Spiritual Leadership
 - A. Provide spiritual leadership and direction to the CQH staff through example (both in word and in deed), prayer, spiritual accountability, and the scheduling of a daily group devotional time.

- IV. Programming
 - A. Recruit, train, and supervise necessary program staff.

- B. Schedule all program staff work hours and days off, ensuring all activities and initiatives are properly staffed during camps.
- C. See that rental camps are properly trained in the use of initiatives, emphasizing safety.
- D. Coordinate facility and activities to meet rental camp needs.
- E. Ensure current initiative and activity sites are usable by communicating any needs to maintenance personnel or volunteers in a timely fashion.
- F. Develop and maintain a manual of instructions and uses of all initiatives and activities.
- G. Develop new activities and initiatives.
- H. Oversee the operation of the canteen including staffing and stocking.

V. Administrative

A. Budgeting

- 1. Work in conjunction with the Camp Board to develop and submit an annual budget proposal to the Camp Board in the fall.
- 2. Maintain accountability on all finances.
- 3. Work with the Yearly Meeting office on expenditures, receipts, and proper coding of expenses for accounting purposes.
- 4. Immediately communicate any budget short falls or unanticipated expenses to the Camp Board Chairman.

B. Staff Supervision

- a. *NOTE – Although a full-time maintenance position would be ideal, almost all maintenance is done by volunteers and the Camp Director. There are currently no maintenance employees on staff.
- 1. Work with the Camp Board Chairman and Camp Board during the interviewing process for any maintenance and food service personnel.
- 2. Consult with the maintenance and food service personnel in the hiring of part-time and summer help for their areas of responsibility.
- 3. Be aware of the work schedules established by the maintenance and food service personnel for their respective departments. Maintain a master work schedule for the entire camp.
- 4. Be responsible for assigning summer volunteer interns to help maintenance and food service personnel or personally supervise them.
- 5. Schedule and lead a weekly staff meeting with the maintenance and food service personnel only.
- 6. Schedule and lead a daily devotional time for the entire CQH staff together. The actual scriptural reflection should be shared throughout the group.
- 7. Hold the maintenance and food service personnel accountable to their job descriptions.
- 8. Work with maintenance personnel to outline service projects that can be accomplished by volunteers.

- C. Maintain all legal licenses, permits, and certifications necessary for the legal operation of the camp.
 - a. Food Inspections
 - b. Lagoon/sewer Inspections
 - c. CPR training for lifeguards
- D. Maintenance
 - a. Have a basic understanding of electrical, plumbing, and facilities maintenance for day-to-day maintenance needs
 - b. Perform daily maintenance on pool
- E. Participation and Accountability
 - 1. Direct accountability will be with the Camp Board Chairman, indirect and final accountability will be with the Camp Board.
 - 2. Attend Camp Board meetings at Yearly Meeting, in the fall and at Mid-Year Boards, if your summer schedule allows you to be gone. Attend Camp Board meetings in the Spring and Fall, and give a report, updating the Camp Board on what is going on at the Camp.
 - 3. Be present on as many work/volunteer days as schedule allows.