

UPPER NEW YORK CONFERENCE POSITION DESCRIPTION

Position Title: Site Director (Casowasco)

Classification: Full-time Exempt (Professional)

Purpose:

Camp & Retreat Ministries operates sites, facilities, and programs for the purpose of extending the mission of The United Methodist Church to make disciples of Jesus Christ for the transformation of the world. All staff are expected to help fulfill this purpose in the performance of the specific responsibilities of their job.

The Site Director is primarily responsible for the development, implementation, and administration of a wide range of services for Camp & Retreat Ministries (CRM) in accordance with policies and practices established by the Upper New York Conference and the Executive Director of Camp & Retreat Ministries. These include compliance, recruiting, training, supervision, maintenance, programming, and management.

Housing at the Convenience of the Employer: Living on-site is an essential function of this position.

Accountability: The Site Director works under the direction of and is accountable to the Executive Director of Camp & Retreat Ministries.

Responsibilities:

1. Program Development and Implementation:
 - a. Working in cooperation with the Executive Director of Camp & Retreat Ministries to offer camp and retreat ministries of spiritual formation, hospitality and discovery to enable persons to grow in faith, experience Christian community, and be renewed in their relationships to self, others, the world around them, and God;
 - b. Overseeing volunteer and staff training to accomplish the goals of the curriculum and program materials;
 - c. Developing a resource list of persons available for retreat and conference program leadership and assisting in the recruitment of Summer Camp Deans and Chaplains.
2. Site Management:
 - a. Facilitating the maintenance and use of all site property and resources for retreats, summer camps, and conferences;
 - b. Obtaining bids, hiring contractors, purchasing supplies, and processing credit accounts as needed, under the direction of the Executive Director of Camp & Retreat Ministries in accordance with the policies and procedures established by the CRM Committee and/or the UNY Treasurer's Office;

- c. Developing and overseeing implementation of a routine and preventive maintenance schedule, and a long-range major maintenance plan;
 - d. Ensuring compliance with all applicable federal, NY State and local codes and requirements for health and safety, and securing proper licenses;
 - e. Ensuring guest groups are properly hosted and welcomed, that their facility and equipment needs are met, and that they are properly informed of site policies on matters of health and safety
3. Financial Management and Fund Development:
- a. Provide necessary information for budget development, insurance, and statistical reports as needed;
 - b. Following business procedures within the guidelines set by the Upper New York Conference and the Treasurer's Office;
 - c. Managing the site budget;
 - d. Fund development (capital development including donor nurture).
4. Staff Supervision:
- a. Recruiting, employing, training, and supervising all site personnel, within the personnel policies of the Upper NY Annual Conference of the UMC;
 - b. Setting wage rates and ensuring site staff are informed of benefits for which they are eligible, within the guidelines set by the personnel policies of the Upper NY Conference;
 - c. Suspending or discharging site personnel as needed in consultation with the Executive Director of Camp & Retreat Ministries and within the personnel policies of the Upper NY Conference;
 - d. Providing a performance evaluation for each site staff person annually or, in the case of seasonal employees, at least once during the period of employment.
 - e. Preparing and maintaining site operations manual that includes:
 - i. Operations policies for the programs and activities offered at the site
 - ii. Emergency procedures and information
 - iii. Other policies required by NY State and health and safety codes.
5. Communication with site related teams and organization:
- a. Providing information and reports to the Executive Director of Camp & Retreat Ministries as requested;
 - b. Functioning as an effective team member of the CRM Lead Team
 - c. Relating, as needed, to established programs or existing organizations related to the site to facilitate open communication and to develop strong and positive working relationships.

Ex-Officio Responsibilities and/or Working Relationships: The ability to work cooperatively and supportively with other members of the CRM Lead Team, site staff, CRM Committee, and other entities within the Upper NY Annual Conference.

Criteria for Performance Evaluation: Performance evaluation will be based upon goals set by the Executive Director of Camp & Retreat Ministries in consultation with the Site Director. The position description will be a key part of goal setting.

Qualifications:

Experience and Background:

- At least 5 years' experience in Camp/Retreat Ministries
- Must meet NYS requirements (including background check)
- Must possess skills in supervision, programming, financial management, budgeting, administration, computers, buildings and grounds maintenance, and conflict resolution
- Must possess a valid driver's license with a good driving record

Education:

- Bachelor's degree or equivalent experience required
- Certification in Camp & Retreat Ministries preferred.

Technical Expertise: Must have demonstrated experience and/or proficiency in the following fields:

- Program planning, development, implementation, and administration
- Staff Supervision and Personnel Management
- Marketing and Promotion
- Property Management
- Financial Management and Fund Development

Other Essential Functions:

- Must be able to pass a background check
- Must submit health history record and examination form prior to first day of work
- Able to work on own initiative
- Able to relate well to all people of all ages
- Able to work numerous weekends and evenings with extensive hours in summer
- Other tasks as assigned by supervisor

Theological Understandings: Ability to contribute positively as part of a worship community and to support the Discipline of The United Methodist Church as well as the policies of the UNY Conference. Knowledge of, or ability to learn the structure of The United Methodist Church.