



Camp & Retreat Center

A year round Camp & Retreat Center of the Pacific Northwest Conference of the United Church of Christ

N-Sid-Sen Site Director Position Description

Position: N-Sid-Sen Site Director

Accountable To: Executive Director for Outdoor Ministries PNC-UCC

Salary Range \$50,000-\$54,000.

Benefits Housing and Utilities, insurance to include medical, dental, life, disability

Summary of Position

The N-Sid-Sen (NSS) Camp and Retreat Center (Camp) Site Director is responsible for the management and maintenance of the Camp.

Collaboration and Coordination

The Site Director is accountable to the Executive Director for Outdoor Ministries PNC-UCC. The NSS Site Director coordinates and collaborates with the Site Director at Pilgrim Firs Camp & Retreat Center. In addition, the Site Director works and collaborates with the Board of Trustees to ensure proper care and prioritization for the site and facilities.

The Ministry of Hospitality

N-Sid-Sen is a Christian camp and retreat center owned by the Pacific Northwest Conference United Church of Christ (PNC-UCC). NSS hosts secular and other faith groups, and the Site Director is expected to extend the extravagant welcome of the United Church of Christ to all who come to NSS. It is expected the NSS Site Director acts in ways that embody Christ's teachings and the values of the United Church of Christ.

Expectations

The NSS Site Director serves as the "face of N-Sid-Sen" to our guests and visitors. Therefore, presence on site is the expected norm for the position and this is an "on site" position. In addition, the Site Director is expected to perform physical duties at times and require expertise in areas such as carpentry, plumbing, electricity, mechanics, etc.. While the Site Director is not expected to be proficient in all areas, a working knowledge of general contracting is essential.

The director will be present to oversee both maintenance and kitchen workers and will coordinate needs, timelines, and expectations with group leaders.

The Site Director is expected to be proficient in using a computer and familiar with programs such as Word and Excel because of the administrative aspects of this position. The variety of activities and uses at Camp requires the Site Director to be highly organized in both administrative, supervisory and maintenance tasks, and be responsive to shifting priorities and emerging issues that arise on a regular or unexpected basis.

Principal Responsibilities

I. Employment and Supervision of Staff

- A. Work with the Executive Director to develop position guides for all staff performing operational duties.
- B. Supervise, train and provide support for staff performing operational duties so their performance supports camp and retreat center goals.
- C. Evaluate staff's operational performance.

II. Oversight and Maintenance of Equipment and Facilities

- A. Develop maintenance plan in conjunction with the NSS Board of Trustees (annual and five-year).
 1. Keep clear maintenance records on all buildings and vehicles to ensure timely maintenance or replacement.
 2. Align maintenance plan with the ministry goals of creation care, simplicity, and enhancing our hospitality.
- B. Be responsible for daily care and maintenance of NSS properties and provide progress reports to the NSS Board of Trustees as requested.
- C. Supervise work projects of volunteer groups.
- D. Supervise capital improvement projects approved by the NSS Board of Trustees and Conference Board of Directors.
- E. Develop and maintain a list of volunteers and trades to coordinate efforts to achieve maintenance and project goals.

III. Purchasing and Contracting

- A. Be responsible for purchase of all food, expendable supplies, building materials and other supplies consistent with policies established by the Executive Director of ODM.
- B. Contract for services needed to support operations consistent with the policies established by the Executive Director of ODM.

IV. Retreat and Rental Facilities

- A. Host groups using the NSS retreat facilities.
- B. Ensure these facilities are clean and ready for guest use.
- C. Coordinate Cook and other staff as necessary to ensure the buildings are ready for use and guests are cared for.

V. Financial

- A. Maintain material receipt records for the retreat center and forward appropriate paperwork to the accounting manager.
- B. Work with the Executive Director and NSS Board of Trustees to set priorities and stay within budgets.

VI. Regulatory Compliance

- A. Maintain N-Sid-Sen's facilities and records in compliance with all requirements for camp operation established by the State of Idaho, the County, and other governmental and accrediting agencies.
- B. Obtain all permits and licenses needed for the retreat center to

VII. Other Responsibilities

- A. Assist or lead in the kitchen as needed, particularly during retreat season.
- B. Carry out other responsibilities as may be assigned by the Executive Director of ODM.
- C. The NSS Site Director is part of the PNC-UCC Outdoor Ministries Committee who are responsible for recommending and implementing decisions and policies for the operation of PNC-UCC events.

Holidays

These can be found in the PNC-UCC Personnel Manual.

Evaluation

The NSS Site Director's performance shall be reviewed at least annually under the direction of the Executive Director of ODM.

Certifications to be obtained: State of Idaho/Kootenai County Food Handlers Card, CPR certificate, Stop the Bleed certificate, SafeServe, Boating Safety Certification.

