Rock Point Camp Director - Position Description

Position Purpose:

To further the mission of Rock Point Camp (RPC) through the development and management of program, human resources, financial, marketing, and strategic operations.

Essential Job Functions:

1. Design, deliver, and evaluate camp program that meets the needs and interests of the camps target populations and ensure their delivery in a safe and quality manner.
2. Develop and oversee the business management functions of the camp including financial and registration record keeping, office operations, etc.
3. Manage social media postings
4. In coordination with Rock Point Commons Director of Finance and Administration, oversee the financial management of the budget fund-raising efforts.
5. Design and implement a marketing plan to increase camper attendance and camp usage.
6. Recruit and retain seasonal and year-round staff.
7. Manage property needs related to came in concert with other personnel.
8. Recruit, train and support volunteers including members of the Rock Point Camp Ministry Team.
9. Oversee the daily operation of the summer camp including food service, program, business, camper and staff supervision, and health care.
10. Write reports: monthly RPBoard; yearly for Diocesan Convention; as needed
11. Work collaboratively with internal and external groups to ensure the enhancement of the camp operation and Rock Point Commons.

Skills & Abilities Needed:

* Knowledge of current culture and child development
* Supervisory experience and proven relationship skills
* Observation, assessment, evaluation, management and organizational skills
* Strong listening and communication skills
* Ability to problem solve, adapt and shift priorities
* Ability to work independently
* Ability to delegate
* Reliability and conscientiousness with attention to detail and accuracy
* Familiarity with the Episcopal Church in Vermont, Rock Point Commons and their Mission
* Experience in youth camping/ministry/outdoor education
* Integrity and adaptability
* Ability to work with a diversity of people and groups
* Program and supervisory experience in the camping field

Relationships:

The RPC Director is called by and is responsible to the Bishop of Vermont. The Director shall function under the direct supervision and direction of the Rock Point Commons Director of Operations and Programs and shall be responsible thereto for all aspects of the day-to-day operations of RPC.

\*BBCC Manager, Property Manager, Marketing Minister, Diocesan staff, Director of Finance and Asministration, and Rock Point Management Committee.

Requirements:

This position requires vision, strong managerial and people skills, energy, adaptability, a love for youth and a passion for outdoor environmental ministry.

Qualifications:

* Bachelors degree or equivalent camp leadership experience, including business and management skills.
* Satisfactory completion of background and public records check as required by the Episcopal Diocese of Vermont.
* Completion of diocesan safe church training
* Minimum 25 years of age

Physical Requirements:

This position would require the ability to listen to others, observe others’ actions, read text and information; comprehend instructions and manuals, and physical ability to move about the camp property in various environmental conditions.

Times of Work:

This position is full-time seasonally during the summer camp season and part-time during the rest of the year as job requirements dictate. This position is half-time.

To apply: Deadline is January 31, 2019.

Send a resume and a cover letter to The Rev. Craig Smith, Director of Operations and Program via e-mail: [csmith@diovermont.org](mailto:csmith@diovermont.org)

For further information, call Craig Smith at 802-863-3431 or see [www.rockpointvt.org](http://www.rockpointvt.org) to find out more about Rock Point and Rock Point Camp.