

## **Nebraska Annual Conference of the United Methodist Church**

### **Job Description**

#### **Camp Comeca Director**

**Exemption Status: Exempt**

#### **Job Summary:**

This position is responsible for furthering the mission of Nebraska United Methodist Camp Inc., at Camp Comeca through the development and management of program, human resource, financial, marketing, and strategic operations.

#### **Primary Job Duties:**

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.
  - Remain current with information on the developmental needs of youth.
  - Annually seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
  - Develop and implement crisis and risk management procedures.
  - Design and ensure delivery of programs and activities appropriate to the camper population.
  - Work with church pastors, leaders, conference leadership to determine, develop and implement programs that meet the needs of churches.
2. Oversee the financial management and fund development operations to allow for adequate annual funding and to meet long-term goals.
  - Work with the Camp Comeca management board financial and fund development committee to develop and monitor budget for the camp operations.
  - Work with Camp Comeca management board developing, designing and implementing a short and long-term fund raising strategy for the camp program and facilities.
3. Design and implement a marketing plan to increase camper attendance and camp usage.
  - Prepare and analyze enrollment trends.
  - Work with Camp Comeca management board program committee and conference Director of Outdoor and Retreat Ministries to develop and implement recruitment and retention strategies.
  - Work with Camp Comeca management board on developing web, printed, and electronic media/communication to develop and increase United Methodist campers and user group attendance.
  - Work with Camp Comeca management board on developing a message and script for board members to be speaking ambassadors.
4. Implement human resource management practices to recruit and retain seasonal and year-round staff.
  - Recruit staff based on camper enrollment and program management requirements.
  - Hire, train, supervise, evaluate, discipline, and terminate, when necessary the seasonal and year round staff.

5. Manage property development and maintenance needs to ensure stewardship of current resources and identification of future needs.
  - Assist the Camp Comeca management board property committee in conducting an annual assessment of property and maintenance needs.
  - Work with Camp Comeca management board property committee to communicate and invite volunteer groups to assist in maintaining the property and facilities.
  - Prepare annual and long-term property plan.
  - Advise NUMC, Inc. and Camp Comeca management board regarding major maintenance and development needs of the site. Provide plans, costs, documentation, and recommend priorities as requested to assist the long range planning for funding of physical needs.
  - Work with Camp Comeca management board property committee to develop a prevention and maintenance tracking system.
  - Work with Camp Comeca management board property committee to develop and maintain an inventory of all assets.
6. Oversee the daily operation of the summer resident camp and retreat/conference groups including food service, program, business, camper and staff supervision, and health care.
  - Oversee the management of the food service area through supervision of Food Service Manager and review of food service program.
  - Secure sufficient coverage in health care staff and oversee their implementation of the health care plan.
  - Develop and oversee the business management functions of the camp including financial record keeping, office operations, camp store, etc.
  - Oversee the systematic approach to data base management for campers, families, alumni, and donors.
  - Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.
7. Hospitality
  - Provide comfortable quality physical facilities and services to meet the needs of camps, family reunions and retreats.
  - Be advised of, and assure that Camp Comeca is in compliance with, local, site and federal codes, regulations and requirements.
  - Develop and oversee guest services, contracts, and customer service.

**Other Job Duties:**

- Will maintain membership in ACA (American Camping Association).
- Will maintain relationship with United Methodist Camping.
- The camp director will be a member of Nebraska United Methodist Camps, Inc., Board of Director's.
- The camp director will work with the Camp Comeca management board.
- The camp director will work with Camp Fontanelle and Camp Norwesca designing and implementing best practices for Nebraska United Methodist Camping.

**Characteristics:**

Grounded in the Christian faith

Ability to uphold and support the principles of the United Methodist Church

Understand and uphold the Six Signs of Discipleship  
Ability to cooperatively work with others  
Integrity  
Self-motivation  
Technical competency  
Present positive image

**Experience, Educational and Skill Requirements:**

- 5 years of previous camp administration experience preferred.
- B.S. or B.A. degree preferred.
- CPR and First Aid Certified required
- Life Guard Certification preferred.
- Safe Sanctuaries Certification required.
- ACA accreditation process experience required.
- Good computer skills, including word processing, spreadsheet, and e-mail communication required.

**Physical Requirements:**

- Ability to manage time without regular supervision
- Ability to work independently without close supervision
- Ability to communicate effectively with guests and staff
- Ability to drive automobile, pick-up, tractor/mower, and utility vehicles
- Ability to physically move around the total site
- Ability to lift freight and equipment

**Accountability:**

This position is accountability to Nebraska United Methodist Camps, Inc.

**Supervisory Responsibilities:**

The Camp Director is responsible for supervision of the seasonal and year round camp staff.