

Baltimore-Washington Conference Mission Center
Director of Retreat and Camping Ministries
(Supervisor – Director of Connectional Ministries)

Location: West River, MD

Exempt/Non-exempt: Full-time exempt

Overall Responsibilities: Oversight and management of the operations, program and capital development of Baltimore-Washington Conference retreat and camping facilities.

Essential Job Functions

Administration

Personnel management

- Hire and oversee full-time and part-time staff at all the three BWC retreat and camping facilities
- Supervise and manage the daily operations of the West River Camp
- Lead staff orientation and development
- Prepare and conduct in-service training as needed
- Supervise other directors and department heads
- Evaluate staffing patterns and implement changes for the effective use of paid and volunteer staff
- Work with BWC Personnel Committee to review and implement changes to Camping Personnel Handbook as needed
- In consultation with the Conference Treasurer, set salaries for retreat and camping employees
- Perform annual evaluation of the retreat and camping employees

Financial management

- Prepare annual budgets for the retreat and camping operations
- Oversee the development of monthly reports by all the three facilities
- Develop monthly financial reports for the Council on Finance and Administration (CFA) and BWC finance department, showing current financial situation and relationship to budget expectations.
- Develop and implement process for financial oversight and most efficient operations of each facility

Outreach and Marketing

- Develop and expand marketing reach for BWC retreat and camping facilities' programs to reach local, regional, conference and national organizations
- Nurture and grow existing communities and BWC partnerships

Programming

- Maintain and develop relationships with existing and future hosted groups
- Develop and maintain relationships with national retreat and camping leaders
- In coordination and cooperation with the BWC leadership, develop and implement a mission strategy for retreat and camping ministries that utilizes the unique aspects of this ministry to support the local church in its goal of creating disciples for Jesus Christ
- Develop and tailor programs that serve the diverse churches and members of the BWC and the surrounding communities
- Serve as the link for retreat and camping ministries to the boards, committees and agencies of the BWC whose responsibilities overlap the mission of retreat and camping ministries, including but not limited to the Conference Board of Trustees, CFA and the Connectional Table
- As needed, represent BWC retreat and camping ministries at the local, Conference, Jurisdictional and National levels of The United Methodist Church.
- Serve as the BWC representative to local, state and national forums and associations for retreat and camping ministry
- Support other BWC staff in implementing the BWC Mission/Vision/Strategy.

Position requirements

- Practicing and committed Christian, preferably of United Methodist denomination, and driven to be Christ centered and Christ-like.
- In addition, the individual should be open to listening and learning from the faith experiences of others with different theological views.
- Minimum of Bachelor's degree in related field.
- At least of five years' experience in retreat and camping in a supervisory role.
- Ability to interact with diverse groups, including clergy and laity, and with different cultures/races.
- Strong organizational skills with an appreciation for project management methodology.
- Basic financial management skills: prepare and operate to a departmental budget.
- Strong verbal and written communication skills.
- A working knowledge of the local and state health department requirements and the industry standards for the facilities.

- Ability to learn and adapt to changing regulatory issues of retreat and camping facilities.

The job is based at the Camping Office at the West River Center in West River, MD. Occasional travel is required.

This position requires a criminal background check per state requirements for Youth Camp Certification.

Note: This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed. However, this is not a complete list of qualities, skills, duties, responsibilities, or environmental conditions associated with this position.

Employee's signature and date below signifies that they have received and reviewed the job description. They understand the position's main responsibilities and agree to perform them to the best of their abilities.

Employee name

Date