



Oklahoma United Methodist Camps and Retreats
Site Director
Egan Camp & Retreat Center, Tahlequah, OK

Position: Site Director (SD)

Responsible To: Executive Director

Position Purpose & Description:

The Site Director ensures that the year-round ministry of Oklahoma United Methodist Camps and Retreats (OKCamps) most effectively and efficiently provides transformational ministry to children, youth and adults through Egan Camp & Retreat Center (Egan). Transformational ministry is at the heart of what OKCamps does; the Egan facility is one of the tools the ministry utilizes to effect that life change. Therefore, the Site Manager should see him/herself as the steward of that vision within the context of a beautiful setting, characterized by excellent financial stewardship.

The Site Director is responsible for managing all operations, marketing and fundraising for Egan. Operational areas include maintenance, housekeeping, food service, guest relations, marketing, budgeting and financial management, capital improvements, safety and security. The nature of this position is also “hands on,” requiring active leadership and participation as appropriate and needed in the general day-to-day duties required around camp, working along-side other front-line staff.

The Director/Manager shall see him/herself as a gracious host to all user groups regardless of their religious persuasion. The Director/ Manager’s role is that of a support person to enable the user group to achieve their goals in the conference/retreat setting.

This is a full-time, year-round, salaried position with benefits.

Essential Job Functions:

General

- Develop and manage overall performance goals and outcomes related to effective and efficient site operation
- Develop and manage overall site budget and specific sub-budgets
- Develop outcomes and evaluation instruments to determine overall effectiveness
- Manage, develop and expand an already robust volunteer leader corps
- Develop and manage church relationships, leading to increased program effectiveness and participation, including priority ethnic populations as identified by OKCamps
- Develop all operational materials
- Ensure adequate training of all seasonal and year-round staff
- Ensure all policies and procedures are followed by user groups and guests
- Ensure the safety and security of all guests and the property

- Weekly submission to central office of all registration reports, payments, fees, petty cash and tickets of purchases to the Central Office for immediate deposit and proper accounting
- Serve as part of OKCamps' leadership team

Grounds and Facilities

- Ensure all grounds, buildings and facilities are well maintained
- Ensure housekeeping services are resulting in clean and attractive accommodations
- Develop and implement a comprehensive preventive and corrective maintenance plan for all buildings and equipment
- Oversee a safe waterfront area and operation, utilizing best practices
- Oversee and manage the High and Low Ropes Challenge Course
- Maintain a current inventory of all supplies and equipment
- Ensure State of Oklahoma safety and health requirements and regulations are met.

Food Service

- Ensure effective food service ministry that feature delicious, plentiful, made-from scratch meals
- Maintain food costs of 25%-33%, while minimizing waste and shrinkage
- Consult with a dietician to see that healthy and balanced meals are served.
- Ensure availability of menus and standardized recipes
- Oversee the development of menus that will appeal to various groups using the facilities.
- Manage food purveyor relationships

Staff

- Hire, train and supervise all staff (year-round and seasonal)
- Ensure all OKUMC/OKCamps Personnel Policies are adhered to
- Supervise all waterfront staff including watercraft operation, ensuring that all appropriate qualifications are met

Year-Round Events & Retreats

- Ensure all guest groups are served and responded to in a timely manner
- Ensure retreat group inquiries are responded to in a timely manner
- Develop and implement a comprehensive marketing strategy to expand the number of guest groups and camper-days
- Ensure excellent customer service during full cycle of guest experience
- Act as retreat host as needed and ensure that there is an adequate staff presence to serve guests while they are on-site
- Ensure all administrative details including:
 - Taking reservations and keeping a calendar of scheduled events.
 - Supervising the checking in and out of all groups using the facilities in accordance with established policies, rules and regulations. In the event of damage, estimate repair costs and add to users bill
 - Collecting fees

Qualifications:

- Track record of successfully growing and enhancing a camp and retreat center
- Ability to embrace and function appropriately within a Christian ministry environment in

- general, and specifically within a United Methodist setting
- Ability to develop and work within a budget efficiently
- Personable style and skills relating to staff, volunteers and denominational leaders
- 5 or more years of supervisory experience, including staff and volunteer management
- Demonstrated ability in developing and maintaining relationships with ethnic groups
- Ability to effectively communicate orally and in writing

Education, Experience and other Requirements:

- BA, Business Administration or equivalent
- 5 or more years of experience in managing a comparable site
- Driver's license required
- Knowledge of Microsoft office products such as Word, Excel and Outlook
- Self-motivated, dependable
- Ability to multi-task and work within a high-expectation environment with aggressive timelines

Relationships:

- Board. Serve as an ex-officio member on the Board of Trustees
- Site Development Committee. Serve as an ex-officio member of Site Development Committee. Utilize the gifts and talents of this group to effect needed development.
- Program Director (PD). Work cooperatively with OKCamp's PD to coordinate summer staff supervision, needs and expectations.
- Camp Deans. Work cooperatively with each summer Camp Dean to ensure programming and facility needs are coordinated.
- Program Staff- ensures effective program effectiveness; develops staff as leaders and disciples them
- Volunteer Camp Staff- maintains positive and productive relationships with dedicated and gifted volunteer leaders and workers
- Churches. Represent Egan and OKCamps at local churches and events within the Oklahoma United Methodist Conference and other venues.

Working Conditions:

- Position is full time salaried non-exempt
- Physical ability to lift and carry 50 pounds
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more)
- Willingness to work a flexible schedule including weekends and/or evening work
- It is a requirement of this position that you live in the house provided at the camp site so you are available to the guests.

Supervises: Site staff