



Pathfinder Lodge Camp Vick

Vick and Pathfinder Camp and Conference Ministries
PO Box 559
Manlius, NY 13104

JOB DESCRIPTION

Position:	Site Director, Camp Vick
Reports To:	CEO
Classification:	Seasonal

Job Summary

The Site Director manages the property and rental groups at Camp Vick. He/she is responsible for maintaining operating systems, keeping the grounds in order, cleaning the buildings, and managing rentals for the family camp grounds. He/she will be instrumental in opening the camp in the spring and closing it in the fall. Communicates pertinent issues and emergencies in a timely manner to the CEO/Board members.

Essential Duties and Responsibilities:

- Work closely with the CEO and Board members to ensure that the camp, including the buildings and grounds, is in proper condition to facilitate youth residential camp and seasonal family camp.
- Manage the rental schedule and registration for conference groups, rental groups, and seasonal family camp.
- Maintain an accurate calendar of events and daily cleaning schedule as required.
- Obtain approval of CEO for each rental group prior to scheduling.
- Work closely with the Facilities Manager to maintain the buildings and grounds, making necessary repairs and performing regular maintenance.
- Prepare buildings and grounds for annual health inspections prior to opening.
- Facilitate visits from the Health Inspector, Fire Chief, and any other local officials needed to provide certification of operation.
- Maintain the functionality and cleanliness of all bathrooms, buildings, and kitchen, (with the assistance of camp staff when youth camp is in session).
- Communicate issues and needed repairs to the CEO, obtaining prior approval for expenses greater than \$100.00.
- Maintain a comprehensive inventory of all supplies and equipment.
- Ensure that buildings and systems are properly shut down at the end of the season.
- Comply with all health-related protocols and procedures as applicable.

Expectations:

- Follow and ensure adherence to VPCCM policies and procedures.
- Support VPCCM's mission of helping each camper take the next step on their spiritual journey with God.

- Communicate regularly with the CEO to coordinate operational issues associated with the buildings and program space.
- Work in a cooperative manner with the Facilities manager and the summer staff, discussing any problems that may be occurring within the facilities in which their programs operate.
- Attend all scheduled staff meetings and training when required.
- Must be able to work weekdays, weekends and holidays as needed.
- Perform other assignments/duties as directed.

Special Considerations:

- Occasionally, staffing needs or strategic initiatives require that position descriptions are modified as needed.
- A 4-bedroom on-site residence is available to the Site Director with certain stipulations and allowances determined by the Board and CEO. Compensation will be determined based on use of the house.
- The individual is familiar with the employee handbook and agrees to its terms and conditions.
- The individual shall represent the mission or teachings of VPCCM.
- The individual shall keep the CEO and/or Board chair informed of all critical issues relating to his/her areas of responsibility.

Qualifications:

- A. 21 years of age with a high school diploma or GED.
- B. Camp experience preferred, but not required.
- C. Ability to maintain the mission and vision of VPCCM.
- D. Ability to maintain a character that demonstrates the values and teachings of a Christian ministry.
- E. Knowledge of, or ability to learn, operating systems including but not limited to: water and plumbing, electrical services, in-ground pool systems, commercial kitchen appliances.
- F. Knowledge of, or ability to learn, maintenance of camp equipment including but not limited to: water sports, archery, environmental education, etc.
- G. Demonstrate the ability to relate positively and energetically with staff, campers, and community organizations.
- H. Have the ability to work with people of all ages.
- I. Must have the ability to maintain a non-judgmental attitude in working with customers, clients, campers, and staff.
- J. Must be able to work autonomously and be highly organized with the ability to focus on multiple priorities.
- K. Must work in an organized, detail-oriented manner.
- L. Thrive in a team-oriented environment. Be a team player.
- M. Ability to work in a fast-paced environment and maintain poise under pressure.
- N. Excellent phone and computer skills, familiarity with (or ability to learn) Microsoft office and camp registration software.
- O. Must maintain a valid driver's license.
- P. Ability to speak, write and understand English in a manner sufficient for effective communication with leadership and field personnel.
- Q. Must live on-site during the camping season (on campground or in provided residence).

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the duties of this job. Reasonable accommodation may be made to enable individual to perform the essential functions of this job.

Physical requirements include good speech, hearing and vision ability, and excellent manual dexterity. Lifting, pulling, and pushing of materials up to 50 pounds.
Requires bending, squatting, walking, and hiking.
Requires working in an outdoor environment.

Travel:

Limited travel is required

Working Conditions:

The camp office is located inside the on-camp residence. During the camp season, much of the work will take place outdoors, or inside camp buildings that do not have heat or air conditioning.

VPCCM Mission Statement:

To provide a safe environment in which to bring people of all ages into a vital, living relationship with Christ Jesus as Lord and Savior. We will do this by introducing people to Jesus and Equipping them to grow spiritually and to minister to their world.

VPCCM Vision Statement:

Introducing people to Jesus and equipping them to grow spiritually and minister to their world.

About VPCCM:

We are first and foremost a Christian Camp and Conference Ministry. We stick to the basics of the Christian Faith, which allows us to minister across lines of theological and doctrinal differences. Our complete statement of faith can be found at <http://www.vpccministries.org/about-us/statement-of-faith/>

All employees recognize that VPCCM is a Christian Ministry and agree that they will do nothing as an employee of VPCCM to undermine its religious mission.

Your signature below indicates that you have read and understand the Job Description and agree to perform the duties as assigned.

(Employee Signature)

(Date)

(Supervisor, CEO)

(Date)