



## **Camp Washington, Inc.- Episcopal Church in Connecticut (ECCT) Job Description**

**Job Title: Director of Programs**

**Reports to: Executive Director**

**Category: Full-time, Exempt**

**Salary Range: 35,000-45,000 + Housing and Benefits**

### **Employer Overview:**

Camp Washington is the camp and retreat center for the Episcopal Church in Connecticut. We are an inviting, diverse, accepting community that offers brave, safe space for reflection and renewal, education and training, that encourages creativity and a sense of adventure by exploring and experiencing God's mission of restoration and reconciliation. From summer camp to retreats and diocesan events, Camp Washington has been a year-round place for discipleship rooted in the beauty of God's creation and love since 1917.

### **Position Overview:**

A natural leader who will oversee the design and operation of the residential summer camp program, and year-round retreat opportunities for youth and adults. Responsible for furthering the goals of Camp Washington through active recruitment of staff, summer chaplains, and campers- program development, enrollment, marketing, and social media platforms. A key member of the administrative team with the ability to dream, create, mentor, and manage exciting, relevant programs in ever-changing times.

### **Key Responsibilities:**

- Define camp goals and/or define and plan program to reflect camp goals with the Executive Director.
- In collaboration with the Executive Director design a staff structure, hire and put in place a diverse community of counselors and program staff to support the goals of the program, within the confines of the budget.
- Uphold State of Connecticut regulations and 5-year ACA Accreditation.
- With the Executive Director, develop and monitor the budget for camp and program operations.

- Prepare and conduct pre-camp and in-service staff trainings. Ensure all certifications and ratios are met.
- Ensure all staff are Safe Church trained and certified.
- Develop and help oversee a culture of inclusivity, encouragement, and kindness. A culture where all are welcome and encouraged in their personal journey of faith.
- Establish program goals that align with the overall program goals of Camp Washington, the ECCT, and God's mission.
- Oversee the daily operation of summer camp- camper/staff supervision, program, parent needs, health care, and any other issues that may arise.
- Develop routines, schedules, and procedures for camp operation.
- Supervise and evaluate or supervise evaluations of all summer staff.
- Work with Assistant Director and/or Head Counselor to develop and implement the Counselor in Training program.
- Oversee and monitor crisis, risk management, and healthcare procedures, including emergency plans.
- Organize and/or approve trips out of camp for program, supplies and crisis management, monitoring vehicle use.
- Manage maintenance requests using current resources and identifying future needs.
- Monitor safety and all procedures as they pertain to the complete supervision of all campers and staff.
- Prepare an evaluation and summary of current season including inventories, staff evaluations, camper reports and recommendations for the following season, including accident reports, nurses log and health forms of all staff and campers at end of camping season.
- Work with Executive Director and his/her designee to develop marketing strategies for summer camp and other programs.
- Create and maintain content for social media.
- Work with others to develop and implement a robust Christian Formation theme and curriculum.
- Conduct parish visits, camp fairs and other enrollment opportunities as agreed upon with Executive Director.
- Remain current with youth trends and create appropriate programming that well positions Camp Washington to remain relevant.
- Work with the Executive Director and other staff to create youth opportunities throughout the year.
- In collaboration with the Executive Director, honor appropriate past traditions while helping us build new.
- Willingness to host retreat guests as needed.
- These are not the only duties to be performed. Some duties may be reassigned other duties may be assigned as required based on the needs of the program.

**Job Specifications/Qualifications/Abilities/Skills:**

- Minimum age of 25.
- 2-4 years supervisory and/or camp experience/ministry preferred.

- Experience in program design and implementation.
- Working knowledge and/or experience in a director/leadership role at a camp or retreat center.
- Current valid driver's license.
- Strong oral and written communication skills.
- Open to embracing, celebrating, and supporting All God's children- whoever, wherever they are in their journey.
- Ability to meet State of Connecticut licensing and ACA Accreditation Standard requirements.
- Current CPR and first aid certifications.
- Ability to manage a staff of 30-40 people, comprised of young adults, students, clergy, and other professionals.
- Passion for youth camping and being in the outdoor beauty of God's creation.
- Ability to communicate well: verbally and written word with campers, parents, staff, and others.
- Experience and excitement in leading, teaching, and encouraging young people. Ability to offer patience and flexibility in dealing with young people.
- Have visual and auditory ability to observe, evaluate, and respond to environmental and other hazards throughout the camp program.
- Familiar with, and open towards the practices and beliefs of the Episcopal Church.
- Have ability to physically observe all aspects of camp operation.
- Possess the physical strength and endurance required to maintain constant supervision of camp staff and campers with minimal time off during camp operation.
- Camp Director must reside on the Camp Washington campus during camp season and other program times as decided by Executive Director.

Must be fully vaccinated against COVID-19 as defined by the CDC

To apply, send resume and cover letter to:

[bgeissinger@episcopalct.org](mailto:bgeissinger@episcopalct.org)

or:

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