



## Assistant Director

Silver Lake, NY (<http://maps.google.com/maps?q=16+Lakeside+Ave+Silver+Lake+NY+USA+14549>)

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### Description

The Assistant Director will work with a team of staff to provide faith-based hospitality to Camp and Retreat Ministry (CRM) groups for the Upper New York Conference of The United Methodist Church. The Assistant Director is responsible for the development, implementation, and administration of a wide range of program services for CRM in accordance with policies established by the UNY Conference Committee on Camps and Retreat Ministries, and directives set by the Executive Leadership of CRM. This is a full-time position where hours may vary seasonally based on the needs of the site.

#### 1. Program Leadership

- a. Work in conjunction with the Director to design, develop, implement, administer, and evaluate programs, special events, retreats, workshops, and other programs.
- b. Assist volunteers and program staff in planning specific programs
- c. Maintain CampBrain registration software (i.e. guest group and retreat participant bookings and staff records)
- d. Maintain appropriate records (participation, costs & revenue, etc.) to provide for analysis and evaluation
- e. Schedule use of facilities and equipment, notifying staff of activities related to their areas of responsibility
- f. Assist in the development of resource materials
- g. Recommend purchases of equipment and supplies
- h. Serve as a resource to retreat groups by helping to plan and conduct programs, and by leading hikes, games, crafts, initiatives, etc.

#### 2. Personnel Management

- a. Work in conjunction with the Director to establish adequate staffing patterns for the effective and efficient operation of programs
- b. Work in conjunction with the Director to recruit, select, train, supervise, and evaluate volunteers and program staff
- c. Coordinate work schedules and tasks for volunteers and program staff

#### 3. Public Relations, Marketing, and Promotion

- a. Visit churches, youth groups, and other groups to promote and interpret the ministry, programs, and operations of the site

b. Be the contact for Guest Group leaders

4. Facility Over-Site

a. Share responsibility for hosting guests and groups

b. Share responsibility for site supervision

c. Assist with administrative functions of the site.

1. Financial tracking of overall site operating budget (invoicing/bookkeeping, accounts payable/receivable, banking)

d. Assist with meal preparation, meal clean-up, and housekeeping as needed

e. Assist the Director with administrative duties related to paperwork, scheduling, contact management, filing, and other duties related to achieving the goals of the CRM Board.

**Housing at the Convenience of the Employer:** Living on-site is an essential function of this position.

**Requirements**

Experience and Background:

- At least 21 years old
- At least three seasons experience in leading camping and/or retreat ministry programs, at least one of which is in an administrative capacity
- Demonstrated ability to effectively relate to people of different ages and skill levels
- Be familiar with, and have experience with, professional Camping and/or Conference Center Associations

Education:

- Bachelor's degree required or higher
- Certification in Camp and Retreat Ministries preferred

Technical Expertise: Have demonstrated experience and/or proficiency in the following fields

1. Ministry of Hospitality/Guest Services
2. Program planning, development, implementation, and administration
3. Personnel Management
4. Marketing and Promotion
5. Public Relations and Public Speaking
6. Financial Management

Other Essential Functions/Physical Requirements:

- Must submit health history record and examination form prior to first day of work
- Must have reliable transportation
- Must have a valid driver's license, with a clean driving history
- Understand and support the mission of Camps, Conferences, and Retreat Ministries
- Ability to communicate camping and retreat ministries to local churches, guests, parents, and campers
- Ability to plan, organize, train volunteers and staff, meet deadlines, and delegate responsibility

- Ability to communicate clearly, verbally and in writing, with staff members, guests, group leaders, campers, and volunteers
- Ability to respond to emergencies on site, and lead the appropriate response of site staff and other persons on site
- Ability to identify and respond to environmental and other hazards related to the activities of staff and guests
- Ability to observe and respond to behavior of staff and guests, and to enforce appropriate safety regulations
- Ability to use computer (Microsoft Word, Excel, Outlook)

### Salary Description

\$58,458.40 PER YEAR

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