Sound View Camp and Retreat Center

Presbyterian Church (U.S.A.)

Director

Job Description

Full Time, Year Round

Job Title: Camp and Retreat Center Director

Job Description: Direct the overall operation of Sound View Camp and Retreat Center

Sound View Camp and Retreat Center is seeking a director. The camp’s main focus is on the Summer Camp Ministry reaching out to children and families, but it also is available to weekend guest groups throughout the off season. Set on 115 wooded acres in the Pacific Northwest, the camp has half a mile of beautiful waterfront acreage on Puget Sound. On site, the facilities include a dining hall, two retreat buildings with housing for 24 and 36 people, rustic cabins, and platform tents. Also, on site there is a permaculture garden, trails and a stable that has been used for horses. Some of the activities offered are boating, a ropes course, paintball, gaga ball, and pickleball. Located about an hour drive from Tacoma, Washington this would be considered a peaceful secluded location, off the beaten track but close enough to the small town of Key Center or larger communities in Gig Harbor and Tacoma to drive for entertainment, socializing, and groceries.

Our ideal candidate would be seeking a unique opportunity to work in a pristine rustic camp environment that serves God’s people. We truly believe that a call to camping ministry and a passion for servant ministry are essential for this position.

**Essential Duties and Responsibilities**

* Oversees the activities of the camp and the efforts of the staff, including program, activities and staff training for summer camp, weekend camp events, and activities of guest groups.
* Hires summer camp staff and recruits volunteers and supervises them and participates in hiring and supervising permanent staff in conjunction with the SV Board and the Personnel Committee of Presbytery. Creates a work environment with staff that builds Christian community and encourages individual spiritual growth and development.
* Develops and/or maintains relationships with churches and other organizations in the Greater Puget Sound Region in order to promote interest in Christian camping experiences and Sound View Camp.
* Attends monthly Sound View Board of Director’s meeting to present programming ideas, grounds and facilities updates, and to communicate questions, concerns or needs
* Attends Presbytery meetings
* Maintains accreditation from American Camping Association (ACA)
* Works with finance director to develop annual budget for Board approval and oversees allocation of funds in accordance with this budget; and makes monthly reports to the SV Board.
* Oversees maintenance of buildings, grounds and related equipment to ensure appeal to potential users, and cleanliness and safety for all participants.
* Promotes camp programs and facilities to potential users to ensure maximum year-round use, including development of informational materials such as visual aids, mailings and brochures and in addition to the guest services host providing tours of camp to potential users and explaining how the facilities could meet their camp or conference needs.
* Maintains a current and engaging camp web presence, including but not limited to Facebook and www.soundviewcamp.com
* Assists guest services host in providing orientation and coordination of facility needs and activities to user groups, greeting camp and retreat participants.
* Participates in and coordinates fundraising activities, including communication to donor network through social media, direct presentations and other means.
* Active in PCCCA, ACA and other professional and educational organizations

**Desirable Knowledge and Skills**

* Ability to develop positive relationships with staff, campers and guest groups
* Experience communicating to diverse stakeholders such as campers and their families, guests, community groups, denominational meetings and SV Board.
* Experience operating a residential Christian camp
* Experience developing and presenting staff training programs
* Experience supervising personnel
* Knowledge of applicable Federal and Washington state regulations
* Knowledge of safe practices for use of hand and power tools
* Ability to perform basic engine and vehicle maintenance, plumbing, carpentry, electrical, facility repairs
* Able to do heavy lifting and carrying of objects of 60 pounds

**General Skills and Abilities**

* Ability to be flexible and multi-task
* Attention to detail
* Ability to work independently and as part of a team

**Characteristics**

* Commitment to Christ and an appreciation for the role of camping and outdoor ministries in the development of Christian values and leadership
* A heart for God’s work in the community
* Ability to interact with groups and individuals of various ages, ethnicities, and physical and mental capabilities

**Job Qualifications**

* Applicant is in accordance with Sound View’s mission and core values (www.soundviewcamp.org)
* Affirm the essential tenets of reformed Christian faith
* Bachelor’s degree from an accredited college or university in a relevant discipline such as Business Administration, Christian Education, or Recreation or five years of camping experience with at least two years in a leadership role.
* Fluency working with standard office software platforms – Excel, Word, Publisher, Google calendars, etc.
* Extensive knowledge in maintaining and updating social media platforms
* Excellent interpersonal and communication skills, written and verbal
* Must be 25 years or older
* Understanding of American Camp Association (ACA) rules and regulations and Health Department regulations
* Must have current or obtain Washington State food handling permit
* Must have current or obtain first-aid certification and CPR
* Must possess a valid driver’s license
* Subject to successful screening during background check

Reports to: Sound View Board of Directors and Olympia Presbytery

Sound View Camp’s Core Values

As we interact with children, youth and adults, and as we make decisions regarding staff and facilities we will ensure that we are fulfilling this mission by prayerfully placing a strong emphasis on the following values:

* We will love with God’s love.
* We will build people up in Christ.
* We will teach Biblical truths and principles.
* We will train up Christ-like leaders.
* We will provide a space for people to meet with God.

Forward resume by and cover letter by December 7 to:

Sound View Camp and Retreat Center

c/o Jennifer Houston, Wedgwood Presbyterian Church

8008 35th Ave NE

Seattle, WA 98115

Or email [Jennifer@wedgpres.org](mailto:Jennifer@wedgpres.org)

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