



Camp Wightman

Executive Director Job Description

Summary:

Camp Wightman is a ministry of the American Baptist Churches of Connecticut (ABCCONN).

The Executive Director of Camp Wightman will be responsible to:

- Oversee the day to day operations of Camp
- Facilitate Camp's two primary business functions:
 - Summer programs
 - Retreats/conferences - year round
- Strategically guide Camp into the future while also preserving its important multi-generational, multicultural faith based focus
- Achieve the goals and objectives of Camp in partnership with the Camp Wightman Board of Directors (Board) and its Committees. (We have a number of committees to support Camp and the Executive Director. They are Fundraising, Outreach, Property, Summer Camp, and Retreat and Conference. Their membership consists of board members and other volunteers.)

The Executive Director of Camp Wightman will not serve alone, but rather in concert with a variety of groups who exist to empower the Executive Director in his/her ministry. Below is a list of relationships and their role in the running of Camp Wightman.

- Camp Wightman Board of Directors and its Committees
- Executive Minister of ABCCONN
- Camp Wightman community - An important aspect of running camp is connection to camp supporters who may not be active in a formal role

Location: The Executive Director resides at Camp Wightman in Griswold, Connecticut.

Preferred Education/Certifications:

- Bachelor's degree or equivalent experience in Camp Management, Recreation and Leisure, Hospitality, or similar
- First Aid and CPR

Preferred Experience 3 or more years of experience in:

- Business management operations - camp/conferences/retreats/hospitality
- Supervision - managing staff year round
- Financial management (including experience with Quickbooks)
- Teaching or leading people of all ages and cultures in a variety of outdoor settings
- Technology - social media, Microsoft Suite, Google Suite, website administration
- Donor cultivation/fundraising

Preferred Qualifications:

- Grounded in Christian faith
- Works well with minimal supervision, and asks for assistance when needed
- Excellent interpersonal, communication (including social media), writing and computer skills
- Strong business operation experience in:
 - Finance
 - Customer service (campers, retreat visitors, volunteers)
 - Supervision - experience with:
 - Supervising staff
 - Engaging and supervising volunteers
 - Manages conflict situations appropriately
 - Problem solving and decision making
 - Planning and program development
- Ability to relate to youth and adults in a positive manner and demonstrate multicultural sensibility
- Strong commitment to youth development
- Well-developed sense of humor, play, curiosity and team spirit
- Donor stewardship and proven fundraising experience
- Ability to observe staff/retreat visitor/camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques
- Visual and auditory ability to identify and respond to environmental and other hazards that may arise
- Physical ability to respond appropriately to situations requiring first aid
- Ability to assist campers/retreat visitors in an emergency (fire, evacuation, illness, or injury)
- In-depth knowledge of activity-related safety regulations, as well as health and sanitation requirements
- Ability to flex schedule to work weekends and evenings as needed
- Current driver's license with clean driving record
- Ability to pass background checks

Responsibilities:

- Overall
 - Serve as the face of Camp Wightman
 - Maintain a positive team atmosphere that includes campers, families, retreat visitors, staff, volunteers, churches, and donors
 - Oversee camp employees, accommodations, meals, as well as to ensure the wellbeing of campers, retreats visitors, and volunteers
 - Carries out supervisory responsibilities in accordance with Camp policies and applicable laws

- Business Operations
 - Oversee the business management functions of Camp including:
 - Financial record keeping
 - Registration of campers/retreat guests
 - Invoicing
 - Procurement of supplies and equipment
 - Facilitation of the Camp Store
 - General office operations
 - Supervise:
 - Office Manager
 - Head Food Service Provider
 - Maintenance
 - Housekeeping
 - Summer Program Director
 - Volunteers
 - Ensure staff and volunteers receive the proper training to perform their duties
 - Oversee the follow-through of any correspondence necessary related to Camp functions and activities including:
 - Contracts
 - Licenses/permits
 - Registration materials/forms
 - Keep records and document processes

- Food Services
 - Oversee the management of the food service area through supervision of Head Food Service Provider and review of the food service program

- Property
 - Supervise Maintenance to ensure that routine maintenance is being performed
 - Supervise Housekeeping to ensure adherence to cleaning protocols
 - Manage property development and maintenance needs to ensure stewardship of current resources and identification of future needs
 - Conduct annual assessment of property and maintenance needs
 - Consider Camp's carbon footprint
 - (Note: Supported by the Property Committee, and Board Chair)

- Summer Camp
 - Develop summer program (target date - by December 1)
 - Debrief from prior summer
 - Analyze enrollment trends
 - Review pricing model against costs
 - Plan safe, engaging, high quality summer programs, and activities
 - Develop summer schedule - program/dates/pricing
 - Complete all of the preplanning for the summer program (target date - by June1) including:

- Hire/secure summer camp employees/volunteers, including:
 - Summer Program Director
 - Nurse
 - Waterfront Director
 - Summer staff
 - Recruit staff based on camper enrollment and program management requirements
 - Schedule staff to ensure full coverage for all weeks of summer program
 - Identify, secure, and schedule volunteers
 - Recruit campers (target start date - January 15)
 - Oversee camper registration materials/invoicing
 - Supervise Summer Program Director
 - Work with the Summer Program Director where needed to:
 - Address crisis management, discipline, and troubleshooting issues related to campers/staff/volunteers
 - Provide decision support
 - Evaluate program staff, including Coordinators, Counselors, JC's, and other volunteers
 - Assist the Nurse and Waterfront Director in assuring that Health Department and other safety guidelines are met
 - Develop, implement and train staff on crisis and risk management procedures
 - Ensure proper training of staff and volunteers
 - Ensure safe practices and a healthy faith based environment
 - (Note: Supported by the Summer Camp Committee, Outreach Committee, and Board Chair)
- Retreats
 - Maximize use of retreat facilities year round
 - Review past use and develop strategy to increase use of retreat facilities
 - Market retreats and availability to organizations who previously utilized retreat facilities
 - Develop year round communication/promotion plan to enhance use of facilities
 - Monitor pricing model against cost - review annually
 - Develop new program offerings to retreat groups
 - Provide a consistent lodging experience
 - Facilitate retreat programs
 - (Note: Supported by the Retreat Committee, Outreach Committee, and Board Chair)
- Outreach
 - Develop and facilitate marketing plan to expand Camp's footprint with churches and the broader community

- Oversee year round communication plan that includes
 - Social media
 - Newsletter placement
 - Brochures
- Facilitate the church/family Adopt a Cabin Program
- (Note: Supported by the Outreach Committee, and Board Chair)

- Finance
 - Develop annual budget
 - Manage the allocated budget
 - Utilize Quickbooks to manage finance operations
 - (Note: Supported by the Board Treasurer, and Board Chair)

- Fundraising
 - Oversee a systematic approach to data base management for campers, families, alumni, and donors
 - Support execution of fundraising plan to sustain Camp's near and long-term goals
 - Identify opportunities to secure grant funding
 - (Note: Supported by the Fundraising Committee, and Board Chair)

- Other - May be required to perform other duties upon request