**UPPER NEW YORK CONFERENCE**

**POSITION DESCRIPTION**

**Position Title:** Site Director (Skye Farm)

**Classification:** Full-time Exempt (Professional)

**Purpose:** The Site Director is a member of the Upper New York (UNY) Camp and Retreat Ministries (CRM) Team. The Site Director brings dynamic energy, a collaborative spirit, and innovative experience to all aspects of the position and is primarily 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, Director of Connectional Ministries. These include compliance, recruiting, training, supervision, maintenance, programming, and management.

Camp & Retreat Ministries operates sites, facilities, and programs for the purpose of extending the mission of The United Methodist Church (UMC) to make disciples of Jesus Christ for the transformation of the world. All staff are expected to help fulfill this purpose in the performance of the specific responsibilities of their job. This position is ultimately responsible for ensuring all daily operations and programming fulfill this purpose at Skye Farm.

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

**Accountability:** The Site Director works under the direction of and is accountable to the Director of Connectional Ministries (DCM).

**Responsibilities:**

1. Program Development and Implementation:
   1. Work in cooperation with the DCM to offer camp and retreat ministries of spiritual formation, hospitality and discovery to enable persons to grow in faith, experience Christian community, and be renewed in their relationships to self, others, the world around them, and God;
   2. Oversee volunteer and staff training to accomplish the goals of the ministry, curriculum, and program;
   3. Develop a resource list of persons available for camp and retreat program leadership and recruit Summer Camp Staff, Program Leaders, Deans, and Chaplains;
   4. Create and execute a marketing plan that will maximize usage of the site while caring for the environment;
   5. Ensure Safe Sanctuary compliance and American Camp Association accreditation;
   6. Effectively present information and respond to questions from parents, guests, colleagues, regulatory agency representatives, neighbors, and the general public.
2. Site Management:
   1. Facilitate the maintenance and use of all site property and resources for retreats, summer camps, and conferences;
   2. Obtain bids, hire contractors, purchase supplies, and process credit accounts, under the direction of the DCM in accordance with the policies and procedures established by the CRM Committee and/or the UNY Treasurer’s Office;
   3. Develop and oversee implementation of a revolving five-year plan for maintenance, including energy efficient and environmentally conscious upgrades and replacement schedules
   4. Ensure compliance with all applicable federal, NY State, County, and local laws, codes and requirements for health and safety, and securing proper licenses;
   5. Anticipate needs, provide quality facilities and services, ensure that guest groups are properly hosted, welcomed, that their facility and equipment needs are met, and that they are informed of site policies on matters of health and safety;
   6. Ensure the maintenance of utility systems, buildings, grounds, and equipment; and repair of common plumbing, electrical, and carpentry problems that occur to provide a safe, clean, comfortable, and attractive facility for all
   7. Attain, supervise, and maintain quality food service at the site. May be responsible for menu planning, purchasing of food and supplies, and the preparation of meals in the absence of a Food Service Manager or Head Cook.
3. Financial Management and Fund Development:
   1. Provide necessary information for budget development, insurance, and statistical reports as needed;
   2. Follow business procedures within the guidelines set by the UNY Conference and the Treasurer’s Office;
   3. Manage the site budget;
   4. Implement a fund development plan (capital development including donor nurture) including:

i. Lead volunteers within the Site Team in fund development.

1. Staff Supervision:
   1. Recruit, employ, train, manage (inclusive of performance management: (positive reinforcement and disciplinary as needed)), develop, and supervise all site personnel (paid and volunteer), within the Personnel Policies of the UNY Conference;
   2. Set wage rates and ensure site staff are informed of benefits for which they are eligible, within the guidelines set by the Personnel Policies of the UNY Conference;
   3. Provide an atmosphere for developing good morale and well-being among staff and volunteers;
   4. Provide a performance evaluation for each site staff person annually or, in the case of seasonal employees, at least once during the period of employment.
   5. Prepare and maintain site operations manual that includes:
      1. Operations policies for the programs and activities offered at the site
      2. Emergency procedures and information
      3. Other policies required by NY State and health and safety codes.
2. Communication with site related teams and organization:
   1. Provide information and reports to the DCM as requested;
   2. Relate, as needed/requested, to established programs or existing organizations related to the site to facilitate open communication and to develop strong and positive working relationships. Meet with:
      1. Committee on Camp & Retreat Ministry (CCRM),
      2. UNY Conference Departments (including Human Resources (HR), Finance, Communications, Information Technology (IT), Episcopal Office, etc),
      3. Conference Trustees,
      4. Committee on Finance and Administration (CF&A),
      5. Site Team.

**Ex-Officio Responsibilities and/or Working Relationships**: The ability to work cooperatively and supportively with other members of the CRM Leadership Team (other site directors) site staff, CCRM and its members, and other entities within the UNY Conference.

**Criteria for Performance Evaluation:** Performance evaluation will be based upon goals set by the DCM in consultation with the Site Director. The position description will be a key part of goal setting.

**Travel:** Occasional travel, mostly within the UNY Conference, for professional development, recruitment, and church/donor relationship development.

**Qualifications:**

Education:

* Bachelor’s degree or equivalent experience
* Certification in Camp & Retreat Ministries preferred.

Experience and Background:

* At least 5 years’ experience in a Camp/Retreat Ministries leadership role.
* Must meet NYS requirements (including background check)
* Possess skills in supervision, programming, financial management, budgeting, administration, computers, buildings and grounds maintenance, and conflict resolution
* Must feel confident making decisions, problem solving, and taking initiative with new ideas.
* Must possess a valid driver’s license with a good driving record
* Hold or be willing and able to acquire CPR, AED, First Aid, Lifeguard, Wilderness First Aid, Water Safety Instructor (WSI), Boating Pilot or other certifications as needed.

Spiritual Requirements:

* Shows their commitment to Jesus through words and actions.
* Commits to personal spiritual growth through regular study of scripture, prayer, participation within a faith community, cultural competency, and missional engagement.
* Considers this position a ministry calling, not simply a job.
* Demonstrates the fruit of the Spirit (love, joy peace, patience, kindness, goodness, faithfulness, gentleness, self-control) in their life and leadership.

Theological Understandings: Ability to contribute positively as part of a worship community and support the Discipline of The UMC as well as the policies of the UNY Conference. Knowledge of, or ability to learn the structure of The UMC.

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

* Program planning, development, implementation, and administration
* Personnel Management
* Marketing and Promotion
* Public Relations and Public Speaking
* Financial Management and Fund Development
* MS Office Products

Other Essential Functions:

* Able to work independently and on own initiative
* Able to relate well and work with people of differing ages, backgrounds, beliefs, and abilities
* Able to work numerous weekends and evenings with extensive hours in summer
* Experience and strength in time management and prioritizing duties, tasks, and projects
* Other tasks as assigned by supervisor

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The employee is regularly required to use arms, hands and fingers to grasp, handle, feel, type, use computer mouse, and use tools.
2. The employee is regularly required to walk, sit, stand, talk, see, listen, hear, and observe.
3. The employee is frequently required to hike, climb, bend, balance, stoop, kneel, crouch, push, pull, twist, and reach.
4. The employee is frequently required to lift 20 pounds above head level.
5. The employee is occasionally required to lift and/or move up to 50 pounds.
6. The employee is required to taste and smell in order to assess the condition of food to be served.
7. The employee is regularly required to use specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and ability to adjust focus.