



Camp Omega Position Description: Director of Retreat Ministry

Position Summary:

The primary purpose of the Director of Retreat Ministry position is to provide overall planning, management, scheduling, marketing, implantation, and evaluation of retreats guest group ministry events.

Accountability:

The Director of Retreat Ministry reports to the Executive Director of Camp Omega and is accountable in a peer-to-peer relationship to Directors of other departments.

Principle Duties and Responsibilities:

Retreat Programs and Guest Groups

- Market, register and host retreat guest groups
- Manage registration and reservations for retreats and individual/group ministry events.
- Maintain guest use data and other written reports
- Manage all retreat and event registrations & reservations
- Implement/maintain a means for evaluating retreats and events
- Manage all program facilitation as needed for retreat ministry events

Human Resources

- Recruit, hire, train, coordinate, schedule and evaluate retreat hosts
- Recruit, coordinate, train, evaluate, and support volunteers to assist with retreat and ministry events.

Public Relations/Marketing

- Develop, coordinate and implement retreat ministry promotional plans.
- Actively seek new guest group participants.
- Work with other staff in caring out Camp Omega's year-round printed and online marketing efforts i.e. social network platforms and news.
- Design and oversee retreat printed and online marketing material (i.e. brochures, mailings, social media, e-news).
- Maintain Camp Omega's presence in MNS congregations, schools and conference events by making visiting as requested and directed.
- Process and respond to all incoming mail, phone calls and emails as they pertain to retreat and ministry programs.

Financial

- Collect and maintain financial records as they relate to retreats and events.
- Work with the financial team in managing income as it relates to retreats and events use.
- Manage assigned budget responsibilities

Operations

- Assist the housekeeping staff as needed
- Communicate facility needs to Director of Maintenance.
- Communicate food service needs to Director of Food Service.
- Assist with the implantation of the summer ministry program as directed
- Maintain American Camping Accreditation standards
- Meet regularly with other Directors of Camp Omega and staff.
- Provide required written reports for Executive Director
- Attend professional training seminars/conferences as needed or required.

Qualifications

- Minimum bachelor's degree from four year college or other educational institution.
- Maintain certification in low and high ropes course facilitation
- Maintain first aid, CPR and lifeguarding certifications.

Training and Development

In addition to an ongoing study of God's Word, the Director of Retreat Ministry should avail him or herself of opportunities to:

- read professional journals, papers and/or books about outdoors ministry,
- attend workshops, conferences, or other training that will enhance professional growth.

Hours of Service

Given the nature of this salaried position, hours can range from 40-60 per week. The Director of Guest Services must be flexible enough to meet the demands of the camp's programming services.

October 2022