Kentucky Conference
The United Methodist Church

Loucon Camp Director
Job Description

Reports To: Director of Connectional Ministries (DCM)
Status: Full-time employee, exempt

For over 70 years, Loucon Training and Retreat Center (Loucon) has welcomed campers, retreat guests, and volunteers to its grounds outside of Leitchfield, KY. As one of the camps owned and operated by the Kentucky Annual Conference of the United Methodist Church, Loucon's purpose is to kindle Christian community, make disciples, and develop leaders. Loucon's desire is that every camper who enters its gates would know God and experience the abundant life He has for them. Loucon's core values are being God-Centered, Neighbor-Driven, and Growth-Focused.

POSITION OVERVIEW:
The Loucon Camp Director (director) is responsible for upholding the mission of Loucon as set by the Kentucky Conference Camping & Retreat Ministry Team (CRM). Additionally, the director is primarily responsible for the development, implementation, and administration of a healthy camp and retreat center program and environment in accordance with policies and practices established by the Kentucky Conference and the CRM. The director provides supervision to staff and volunteers and oversees the implementation of a robust year-round camp and retreat ministry including summer camps, retreats, and other events.

QUALIFICATIONS:
Education: Bachelor's degree or equivalent experience required. Certification in camp & retreat ministries preferred.

Experience and Background: At least 5 years' experience in camp and retreat ministries. Must have experience and demonstrated skills in supervision, development of camping and retreat programming, financial management, budgeting, administration, building and grounds maintenance, and conflict resolution. Must possess a valid driver's license with a good driving record. Experienced in challenge course activities such as climbing, rappelling, high ropes, low element courses. Experience in training personnel on challenge course activities is preferred.

Required Training: Familiar with all state, local, and conference policies around reporting laws (sexual assault, abuse, etc.). Trained in CPR, First Aid, and Lifeguarding. Instructor certification in CPR, First Aid, and Lifeguarding is preferred.

Technical Expertise: Must have demonstrated experience and/or proficiency in the following fields: program planning, development, implementation, and administration; staff supervision and personnel management; marketing and promotion; property management; financial management and fund development.

Theological Understandings: Ability to contribute positively as part of a worship community and to support the ministry of The United Methodist Church as well as the policies of the Kentucky Conference. Knowledge of, or ability to learn the structure of The United Methodist Church.

Other: On-site housing will be provided at the convenience of the employer and the director will be expected to live in provided housing year-round. Must be able to work at one's own initiative. Ability to relate well to people of all ages. Ability to work evenings and weekends with extensive summer hours.

POSITION DIMENSIONS/SCOPE:

Program Development and Implementation:

a. Working in cooperation with the CRM to offer camp and retreat ministries that reflect the mission of the Kentucky Conference which is to discover, develop, and send passionate spiritual leaders and resources that make Disciples of Jesus Christ for the transformation of the world.
b. In collaboration with Program Directors, hire summer and seasonal staff for the implementation of summer camps and retreat programming.
c. Scheduling of summer camps and special retreat programs.
d. Ensure volunteer and staff training to accomplish the goals of the curriculum and program materials.
e. Ensure guest retention and ongoing growth of ministry through ongoing hospitality, design, provide, and continually improve guest care and satisfaction.
f. Communication with committee, guests, donors, potential guests, public, churches, and conference (includes advertising and promoting) to tell the story of and share the experiences at Loucon.
g. Foster the Loucon Alumni Association membership and program.

Financial Management:

a. Review financial records and status of Loucon and maintain records in accordance with the Conference Treasurer's Office requirements and standards.
b. Provide necessary information for budget development, insurance, and other reports as needed.
c. Follow business procedures and reporting requirements as established by the Kentucky Conference, State of Kentucky, local governments, and associated organizations.
d. Foster giving by maintaining strong relationships with current donors, and establishing new donor relationships with individuals, churches, and organizations.

Site Management:

a. Promote creation care by communicating and following good environmental stewardship practices.
b. In Coordination with the Kentucky Conference Trustees:
    i. Oversee facility upkeep/maintenance and capital improvements.
    ii. Risk Management—continually maintain, evaluate, and improve.
    iii. Property—secure, maintain, improve/expand in line with the ministry.

Staff Supervision:

a. Supervise all full-time permanent Loucon staff.

b. Ensure all staff maintain a focus of the mission, ministry, and vision of Loucon, the Kentucky Conference, and the United Methodist Church.
c. Ensure all staff are appropriately trained and licensed per the requirements of their positions and that any required certifications and licenses are maintained and up-to-date.
d. Ensure all staff and volunteers are trained and up-to-date in Safe Sanctuaries as well as the requirements around reporting laws (sexual assault, abuse, etc.).
e. Set wage rates and ensure camp staff are informed of benefits for which they are eligible, within the guidelines set by the personnel policies of the Kentucky Conference and CRM.
f. Suspend or discharge camp personnel as needed in consultation with the DCM.
g. Ensure a performance evaluation for all permanent camp staff persons annually.

Core Competencies of the Position

Communication Skills: Possess the ability to communicate clearly, openly, and authentically, both written and verbally. Communicate appropriately according to the situation at hand. Ability to field a high volume of questions with accurate and timely information. Work well with camp staff, local church leadership, and volunteers.

Hospitality: Generate a sense of hospitality and accessibility by their very presence. Communicate a sense of availability, openness, and approachability. Support a culture of welcoming and servanthood for Loucon and the Kentucky Conference.

Project Management & Interpersonal Skills: Possess the ability to identify and solve problems, handle conflict, and engage in honest conversation. Ability to work effectively in a team environment. Effective in planning and priority setting with ability to manage several complex projects simultaneously. Able to supervise a team of staff and volunteers.

Leadership: Able to educate and train other leaders and facilitate camping and retreat programming. Organize and prepare for reports, meetings, briefings, and conversations with staff, campers and their families, leaders of the Kentucky Conference, and others.

Integrity and Trust: Is seen as trustworthy by others. Conducts business in a manner consistent with the mission, values, and policies of the Kentucky Conference. Maintain confidentiality with sensitive financial and personal information. Respond to situations with constancy and reliability. Able to maintain ethical conduct in accordance with organizational policy.

Technology: Competent with Microsoft Office, virtual meeting technology (Zoom, Microsoft Team, etc.). Ability to learn new and/or customized software.

Administrative Skills: Understand basic supplies management and budgeting. Familiar using and maintaining standard office equipment.

Colleagues and key relationships

- Director of Connectional Ministries
- CRM
- Loucon Committee
- Conference Staff
- Local Churches

Required Training

- Safe Sanctuaries
- First Aid
- CPR
- Lifeguard
- Challenge & Adventure Courses (High Ropes, Rappelling, Climbing, Low Elements)

Work Environment

Loucon is an extension of the United Methodist Church and will have frequent contact with clergy and church employees. This job operates in an outdoor environment and persons may encounter wildlife. The site is wooded with areas of uneven terrain and a small lake. This role frequently uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc.

Physical Demands

- 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. This is a largely active role requiring walking long distances, climbing, bending, stooping, kneeling and reaching. Must be able to spend the majority of time outdoors and tolerate a variety of weather conditions.
- While performing the duties of this job, the employee is frequently required to lift or move up to 25 pounds and infrequent heavy lifting of up to 50 pounds.

Position Type/Expected Hours of Work:

- This is a full-time position requiring 40 hours of work per week. There are peak seasons which may require more than 40 hours a week. On occasion this position requires long hours or weekend work. Travel will be required.

Equal Employer Opportunity Statement

- The Kentucky Annual Conference expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the Kentucky Annual Conference's employees to perform their job duties may result in discipline up to and including discharge.

The Kentucky Annual Conference reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position.