



*Opening Windows
to God*

POSITION DESCRIPTION

POSITION:	Round-Up Ranch Camp Director
FLSA STATUS:	Year-Round, Full-time (exempt position)
REPORTS TO:	A/U Ranches Director
DIRECT REPORTS:	RUR Seasonal Staff

GENERAL DESCRIPTION

Directs summer youth program, inclusive of staff training and oversight, safe program execution, coordination of logistics, establishment of spiritual foundation and fulfillment of mission. Other functions include program review and development, as well as a focus on enrollment and marketing during the off-season for multiple programs.

RESPONSIBILITIES

Manage Program:

- Responsible for managing the summer Round-Up Ranch youth camp programs and June and July Family Camp programs and staff, working closely with the A/U Ranches Director, Assistant Round-Up Camp Director and Summer Management Team
- Develops and maintains summer camp program quality, content and safety with a focus on metaphysics
- Coordinates logistics of program and camp activities, including staffing, schedules, activities, transportation, food, and supplies
- Supports summer staff training to ensure staff are properly trained, supervised, and evaluated in their program areas and helps lead quality staff training programs
- Manages growth and professional development of summer staff including discipline when appropriate
- In coordination with A/U Ranches Director and Sky Valley Camp Director, supports all A/U Ranches family and adult programs in camp directing capacity, and supports other programs as needed

Program Development, Marketing and Enrollment:

- Reviews completed programs, analyzes staff and participant evaluations, and adjusts programs and staff training, as needed
- Follows up throughout the year with current year camp families and summer staff to develop on-going relationships and rapport and to encourage long-term involvement and support of the A/U Ranches
- Effectively utilizes CampMinder platform to track camper outreach and enrollment
- Works with the enrollment team to develop and execute the A/U Ranches promotional vision and travels nationally to meet families and build relationships
- Engages with the marketing department team as the A/U Ranches liaison
- Widens framework for outreach to new Adventure Unlimited youth, family and adult participants; comfortable talking to new participants in person and over the phone, as well as email and social media outreach
- Greets parents at A/U Ranches to ensure positive visits, particularly on camp arrival and departure day and Family Day (last day of youth sessions)
- Serves as ambassador/liaison for A/U Ranches to local communities

Administrative:

- Works with A/U Ranches Director and Sky Valley Camp Director to recruit, interview and hire seasonal and contract staff
- Prepares and tracks necessary documents for summer camp programs, including hiring/enrollment documents, instruction certifications, staff handbooks, special-needs forms, program evaluations and other paperwork as needed
- Manages program permits including rafting (AHRA), US Forest Service and Bureau of Land Management including obtaining annual permits and submitting end of season reports
- Aids development and maintenance of efficient, effective administrative systems for camp programs

QUALIFICATIONS**Vision, Love and Dedication to Adventure Unlimited and Christian Science:**

- Prays daily in support of Adventure Unlimited, its programs and activities
- Understands and supports the true purpose of the A/U Ranches for summer and adult camps, providing a spiritual atmosphere and activities through which Christian Scientists and their family and friends of all faiths can recognize the practical effectiveness of CS and deepen their relationship to God
- Creates and supports a community atmosphere where all participants and staff feel loved and valued
- Working knowledge of, or experience in, A/U Ranches program and/or other youth camp programming
- Personally adheres to high standards which nurture a healing, Christian Science atmosphere
- Actively contributes to the A/U Community Atmosphere and upholds Code of Conduct as outlined in Employee Handbook and sets an example for campers and staff
- Member of both The Mother Church and active CS branch; class instructed preferred

General:

- Committed to Christian Science camp experiences
- Enjoys working with children and participants of all ages and able to inspire enthusiasm and vision
- Have experience with managing and training staff
- Excellent communication and organization skills; possess excellent public speaking skills
- Have experience with budget management
- Well-developed sense of humor and equanimity
- Willing to live immersed in the camp environment mid-May thru end of August and travel on behalf of Adventure Unlimited
- If working remotely, willing to travel to the A/U Ranches multiple times throughout the year
- Strong computer skills including Slack, Google suite and document collaboration
- B.A. degree or greater, with management and leadership experience
- Youth program operations, camp or outdoor leadership experience
- Experience (personal or as guide) in one or more outdoor adventure activities: mountaineering, whitewater rafting, high ropes, horsemanship, mountain biking preferred

Benefits:

This is a full-time, exempt, benefits eligible position with a hiring range of \$45,000-\$56,500. As detailed in the employee handbook, this position includes dental, vision, health, with an

employer matching retirement package and accrued vacation and personal days. This position is located out of the A/U Ranches in Buena Vista, Colorado.

Work Environment and Physical Demands:

The employee must meet physical demands in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the job duties, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The intent of this job description is to provide a representative summary of the essential functions that will be required of the position given the title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job related duties, which shall be consistent with the representative essential functions listed above and will not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Last updated May 2022