

**ROWE CAMP & CONFERENCE CENTER  
JOB DESCRIPTION - DIRECTOR**

**6/01**

**INTRODUCTION**

Each person who works at Rowe helps to create the “Rowe experience” for our guests. We work as a team to create the magic that is Rowe and each person holds a specific piece of that energy. The role of the Director is to provide the energy of leadership. The Director is responsible for maintaining the overall spiritual and philosophical vision of the Center in its day-to-day operation.

**SUMMARY**

The Director of *Rowe Camp & Conference Center* is responsible for the budget and for finance, development, and operations of the Center, reports to the Board of Trustees and provides staff support to the Stewardship, Finance, and Development Committees.

**RESPONSIBILITIES**

**PERSONNEL**

- A. Responsibility for approval of hiring and firing of personnel
- B. Responsible for orientation, training and development of Management Team Members.

**FINANCE**

- A. Prepare and monitor annual budget
- B. Provide support to the Finance Committee

**DEVELOPMENT**

- A. Prepare and implement annual development plan.
- B. Provide information and support to board and to the Development committee.
- C. Prepare fundraising materials, including all campaigns, Center Post pages, and Rowe Zone membership newsletter, as well as donor recognition materials.

**OPERATIONS**

- A. Responsible for all operations of center, including but not limited to office, facilities, kitchen, and camp operations.
- B. Ensure that all facilities, food services and camp meet health and safety regulations as required by law

C. Approve all changes to guest space, buildings, and grounds taking into consideration safety issues, current as well as future usage, ongoing maintenance, and aesthetics.

D. Develop long-range plan for maintenance and development of facilities

### **CAMP RESPONSIBILITIES**

A. Supervision of camp programs

B. Responsible for hiring, orientation, training, and supervision of camp directors

C. Crisis intervention with campers and camp staff

### **DIRECTOR RELATIONS**

A. Meet weekly with the Executive Director

### **ALL STAFF REQUIREMENTS**

A. Attend weekly staff meeting, non-business meetings, core staff meetings, and community councils

B. Lend support to community assignments: flyer parties, KP, kitchen move, and other community work and play projects

C. Cook community meal every other week

D. Participate in Work Week

### **QUALIFICATIONS AND EXPERIENCE**

Skills Required: good communication and decision making skills, strong organizational skills, ability to work well with people, attention to detail and ability to prioritize and handle many projects at one time

Work Experience and Education Required: minimum of 5 years experience in management position with financial responsibilities, Master's Degree preferred

Vacation Restrictions: the Director may not take more than 2 weeks vacation during the summer. Vacation may not be taken when the Executive Director or managers are on vacation.