

## RETREAT DIRECTOR JOB DESCRIPTION



<b>Position</b>	<b>Retreat Director</b>
<b>Responsible to</b>	<b>Executive Director</b>

### **Qualifications**

1. Has a sincere love for the Lord and shows a consistent walk with God.
2. Is in agreement with Camp Victory's philosophy, policies and Statement of Faith.
3. A desire to see individuals come to know and grow in Jesus Christ.
4. Ability to communicate with and relate to pastors and retreat group leaders.
5. Self-motivated and outgoing, ability to see what needs to be done and produce results
6. Hospitality Industry experience preferably camping & retreat work experience
7. Has skills in Microsoft Windows including PowerPoint, Word, Excel
8. Proven knowledge of AV equipment and how to operate and set up systems
9. College degree
10. Experience in recreational activities such as challenge course, archery, Mt. Boarding, zip lines

### **Job Summary**

The Retreat Director is responsible for the coordination, contracting, hosting, administering and marketing all aspects of the weekend guest groups and weeklong guest camps during the summer. The director will build a strong and positive relationship with retreat group leaders, the churches that use the camp, be responsible for marketing the retreat program to area churches and identify methods that Camp Victory may share the Gospel with retreat group attendees and their leaders.

### **Specific Responsibilities:**

1. Be a witness for Jesus Christ in all words and actions, and share Christ's love with the public, campers and staff to reflect favorably upon the Lord and Camp Victory
2. Coordinate and register all retreat groups during the year
3. Oversee all preparations for retreat groups including meeting room set up
4. Work with activities program director to coordinate and assist with activities needed
5. Supervise the housekeeping personnel and ensure facilities are clean and in excellent working order and appearance. Assist with cleaning facilities and set up as needed
6. Welcome groups upon their arrival and host groups on weekends with retreat group assistants
7. Verify facility readiness and make adjustments as needed
8. Assist with the recruitment and coordination of volunteers who help in the kitchen and retreats
9. Anticipate group needs keeping beverage, bathrooms and facilities functional
10. Give orientation presentation and train assistants for each group upon their arrival
11. Produce invoices and collect funds from groups timely and accurately
12. Update and use the retreat leader's guide information that communicates policies and procedures and helps group leaders improve their retreat experience
13. Master and utilize the camp's registration software to maximize its potential
14. Assist rental group leaders with promotion and advertising to ensure their groups meet or exceed their contracted number
15. Ensure AV and sound equipment is in excellent repair and working order
16. Assist retreat leaders to with their marketing efforts to increase group attendance.
17. Oversee retreat sales representatives marketing efforts and creatively find ways to increase retreat group numbers.
18. Develop relationships with church pastors, church staff and local businesses.
19. Work with retreat leaders to complete evaluation forms for Camp Victory.
20. Perform all other duties as assigned by the Executive Director.