

Camp Victory  
Job Description

**POSITION: Retreat Director**

**RESPONSIBLE TO: Executive Director**

**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. Is eager to learn, enjoys working with people, and a desire to see individuals come to know and grow in Christ.
4. Bachelor's degree preferred.
5. Ability to communicate with and relate to pastors and retreat group leaders.
6. Self-motivated and outgoing, ability to see what needs to be done and produce results
7. Hospitality Industry experience preferably camping & retreat work experience
8. Has skills in Microsoft Windows including PowerPoint, Word, Excel
9. Proven knowledge of AV equipment and how to operate and set up systems
10. Has speaking ability in order to work with and in front of adults and youth of all ages.
11. Strong leadership skills, self-motivated and proven organizational skills.
12. Experience in recreational activities such as challenge course, archery, canoeing, etc...

**GENERAL OVERVIEW:**

The Retreat Director is responsible for the ministry of the year-round rental retreat and in-house retreat programs. To ensure that these programs focus on the core values of the organization which are;

- Community – We will develop relationships to further God's kingdom
- Evangelism – Our relationships and program will proclaim the Gospel of Jesus
- Discipleship – Our relationships with people will lead to faith formation

The retreat director will oversee the coordination, contracting, hosting, administration, and marketing of all aspects of the retreat programs. This includes Camp Victory sponsored weekend camps and church planned events. In-house retreat/camps include Family Camp, Grandparent/grandchild camp, and Winter White Out. The director is to build a strong and positive relationship with church retreat/camp leaders, pastors who use the camp. To be an ambassador of the gospel of Jesus Christ building His kingdom on the earth as it is in heaven through every life touched by Camp Victory. To help with marketing to churches and identify methods that Camp Victory may share the Gospel with all attendees and their leaders. The retreat director is also responsible in the summer for the management of the Health Center for summer camp.

**RESPONSIBILITIES:**

1. Ministry & Spiritual Expectations:
  - a. 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. (Acts 1:7)
  - b. Develop a Christ-like, servant atmosphere in the work area.
  - c. Seek to Love Jesus Christ with all your heart, mind and strength. (Matthew 22:37-39)
  - d. Disciple the retreat/camp staff in their walk with Christ and encourage their understanding of who Jesus Christ is and how much He loves them.
  - e. Help summer and intern staff understand their role in discipling campers to love Jesus Christ
  - f. Build strong and lasting relationships with church lay leaders, pastors and attendees

- g. Identify new opportunities to increase the evangelism and discipleship of each participant and attendee.
2. In-House Retreats:
    - a. Coordinate, market and promote to individuals the existing in-house camps and retreats currently being offered at camp. (Family Camp, Grandparent /grandchild camp, Winter White Out.
    - b. Work with the director of discipleship and recruiting to secure volunteers and/or paid staff to work the weekends
    - c. Coordinate with the food service manager all events
    - d. Organize all program activities, speakers, music, and spiritual presentations
    - e. Develop new in-house weekend retreats during the year such as men's, women's or youth retreats with the goal of 35% all weekend retreat/camps in-house programming by 2026.
  3. Retreats & Weeklong Summer Camp Groups
    - a. Work with retreat staff overseeing all preparations for retreat groups
    - b. Verify each groups statement of faith or purpose does not contradict Camp Victory's purpose and statement of faith
    - c. Coordinate and register all retreat groups using the camp's registration software
    - d. Anticipate group needs keeping beverages, bathrooms, and facilities functional
    - e. Give orientation presentation to participants upon their arrival reviewing the purpose and ministry of the camp
    - f. Produce invoices and collect funds from groups in a timely manner
    - g. Work with activities program director to coordinate and assist with activities
    - h. Work with the housekeeping personnel to ensure facilities are clean and in excellent working order and appearance. Help if needed
    - i. Welcome groups upon their arrival and host groups on weekends
    - j. Master and utilize the camp's registration software to maximize its potential
    - k. Assist rental group leaders with promotion and advertising to ensure their groups meet or exceed their contracted number
    - l. Ensure AV and sound equipment is in excellent repair and working order
    - m. Develop relationships with church pastors, church staff and local businesses.
    - n. Work with retreat leaders to complete evaluation forms for Camp Victory.
    - o. Work with the marketing staff to promote all retreats and camps
  4. Health Center
    - a. Help recruit summer nurses as health practitioners
    - b. Coordinate nurse training on registration software with registrar ensuring the nurses understand the system and medication distribution procedures
    - c. Coordinate overnight camp medical procedures on Sunday registration day
    - d. Prepare the health center for the summer season obtaining over the counter medications and supplies.
    - e. Communicate with the camps administrative doctor (Dr. Joe Furst) prior to summer camp that the standing orders are signed, and nurses understand all protocols and procedures
  5. Perform all other duties as assigned by the Executive Director