



Camp Director

New Life Island

Role Summary

The Camp Director provides comprehensive leadership for all operations, programming, facilities, staff, guest experience, administration, and seasonal transitions at New Life Island. This role combines responsibility for physical infrastructure, summer camp and retreat programming, staff recruitment and supervision, communications, registrations, and organizational coordination.

The Camp Director serves as the primary on-site leader and is accountable for the overall success, safety, sustainability, and mission alignment of the camp year-round.

This is a **highly demanding, multi-disciplinary leadership role** requiring broad technical expertise, strong relational leadership, and the ability to manage complex seasonal workflows.

Primary Responsibilities

Facilities and Property Operations

- Oversee all camp buildings, cabins, grounds, and infrastructure
- Lead seasonal de-winterization and winterization of the entire property
- Perform and oversee routine maintenance, inspections, and safety checks
- Manage plumbing, electrical, carpentry, pool systems, vehicles, and equipment
- Coordinate contractors for major maintenance, tree removal, septic, and utilities
- Manage propane, gasoline, trash, and service vendors
- Oversee capital projects and facility improvements
- Prepare facilities for summer camp, retreats, and guest groups
- Respond to emergency facility issues and breakdowns

Program Leadership and Execution

- Design, plan, and execute all summer camp programming
- Plan and facilitate retreat programming when applicable
- Coordinate speakers, worship leaders, activities, and schedules
- Lead opening and closing ceremonies
- Adapt programming in response to weather, staffing, and camper needs
- Ensure a safe, engaging, and mission-aligned camper experience



Staff Recruitment, Training, and Supervision

- Recruit, hire, onboard, and supervise all seasonal and support staff
- Conduct interviews, background checks, contracts, and staff documentation
- Lead staff training, orientation, and spiritual formation
- Provide ongoing coaching, discipline, and evaluation
- Manage staff scheduling and coverage throughout the season
- Develop future leaders and maintain staff morale

Guest Experience and Retreat Operations

- Serve as primary contact for retreat and guest groups
- Coordinate bookings, schedules, logistics, and expectations
- Host retreat groups on-site and address guest needs
- Oversee meals, activities, and transitions during retreats
- Resolve guest concerns and maintain hospitality standards

Administration and Operations

- Oversee camp registrations and camper communications
- Maintain camp website content and basic social media updates
- Manage IT systems including registrations, email, file storage, and passwords
- Prepare seasonal calendars and operational schedules
- Track program participation and outcomes

Financial and Organizational Oversight

- Prepare and manage the annual camp budget
- Monitor expenses and cash flow throughout the year
- Approve routine and emergency spending
- Oversee staff payroll coordination
- Provide regular financial and operational reports to the board

Development and External Relations

- Support fundraising efforts including donor communication and events
- Assist with thanking donors and reporting impact
- Represent the camp to churches, partners, and community groups
- Promote camp programs through visits, presentations, and outreach



Board and Strategic Leadership

- Prepare reports and updates for board meetings
- Participate in strategic planning and long-term visioning
- Identify future staffing and infrastructure needs
- Ensure alignment with mission, values, and governance policies

Skills and Qualifications

- Active, growing personal relationship with Jesus Christ
- Alignment with New Life Island's mission, values, and beliefs
- Demonstrated experience in:
 - Facilities and maintenance management
 - Camp or retreat program leadership
 - Staff recruitment and supervision
 - Budgeting and financial oversight
 - Communications and administrative systems
- Strong leadership, organizational, and problem-solving skills
- Ability to manage high-intensity seasonal workloads
- Comfort with both hands-on labor and strategic decision-making
- Availability for evenings, weekends, emergencies, and seasonal peaks

Position Requirements and Notes

- Full-time, year-round role with significant seasonal intensity
- On-site housing required
- On-call availability for facility and program emergencies
- Responsibilities beyond this description will regularly arise