



**“We will love God, all others, and the Earth
by providing sanctuary, practicing hospitality, and performing ministry.”**
United Church Camps, Inc. (UCCI) Mission Statement

Job Title: Managing Director Daycholah Center

Basic Function: To provide a well-organized, safe, world-class hospitality, ministry-filled experience for all UCCI events and retreat groups. Responsible for all programs, guests, staff, and operations at Daycholah Center including but not limited to the following departments/areas: Program Development, Summer Camp, Hospitality Services, Registration, Office Management, Food Services, Facilities Management, Staffing, Organizational Leadership, Waterfront Management, and Housekeeping Services.

This is a year-round position with on-site family housing included. Salary and benefit package based on experience.

Year-Round Principal Responsibilities:

- Provide staff support for and work with the UCCI Leadership team, Board of Directors, and committees
- Provide supervision and support to the Daycholah Center facility staff
- Maintain an active connection with external partners such as the WI Conference UCC, Green Lake Association, and Green Lake Sanitary District
- Provide reports for UCCI and WI Conference UCC Board of Directors meetings
- Oversee and support the work of Daycholah Center fundraising
- Participate in the development of the annual budget for Daycholah Center
- Actively work individually, and collectively to grow revenue.

Summer Camp and Year-Round Retreats:

- Define camp goals and develop a program plan that reflects those goals
- Prepare and finalize camp schedule and activities
- Oversee and work with UCCI Leadership on the preparation and distribution of summer camp promotional materials
- Define summer camp positions (paid & volunteer) and oversee the process of hiring, supervising, and training
- Define and monitor risk as they relate to sponsored programs
- Minister to all summer staff, camper, parent, and volunteer needs to ensure safety and well-being within the camp community
- Set up and supervise on site office procedures, camp opening and closing procedures, and other necessary steps to ensure camp opens and closes safely
- Follow and maintain the program budget for summer camp, overseeing all payments and receipts

Fundraising and Marketing:

- Develop annual goals in conjunction with UCCI Leadership and Board of Directors
- Actively participate and support a fundraising strategy
- Work directly with UCCI Leadership and anyone hired to help in the support of the development and marketing programs

Retreat Groups:

- Head up the team of year-round staff who welcome and meet guests' needs
- Build a relationship with group leaders so that they know who you are and feel comfortable sharing their experience at

camp

- Work with your staff and the schedule to make effective use of your facility

Required Qualifications:

- Previous experience leading and managing a year-round camp or retreat center.
- Either a bachelor’s degree in Outdoor Education, Business Management, or related field or combination of substantial proven experience combined with an appropriate leadership or outdoor ministry certification
- Belief in, and commitment to bringing to life, the UCCI Mission Statement.
- Commitment to integrate both personally and professionally into the surrounding communities.
- Experienced boater and waterfront manager. The ideal candidate will possess or be willing to get Advance Lifeguarding Certification and WI Boater Safety Certification
- Medical background helpful, or desire to obtain First Responder Certification
- Committed to creating spaces of unconditional acceptance. Deep commitment to being open and affirming of LGBTQIA+ persons.
- Experience working with youth in a camp setting. Passion for camp ministry.
- Experience in leading and managing a business, ideally in a hospitality related field
- Computer, word processing, and database management skills.
- Excellent verbal and written communication skills.
- Self-starter with excellent time management skills.
- Ability to execute duties with a proactive approach to future responsibilities to ensure all deadlines are met.
- Must be friendly, flexible, and lead by example to make hospitality come alive for guests.
- Ability to work in and lead a team environment and manage a staff.
- An inquisitive and curious mind that is able to balance tradition, and what works well, with areas that are open to improvements.
- Ability to sit, stand, reach, lift, bend, kneel, climb, push, and pull items.
- Must be able to pass a background check and complete additional training on diversity and safe conduct in the workplace.

Candidate Signature

Date

UCCI provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.