

Pilgrim Lodge – Assistant Camp Director Job Description

Supervisor: Director

Supervises: Summer Staff (Program Coordinator and General Staff)

The Assistant Camp Director fulfills a vital year-round role on behalf of the camp through maintaining communication with camp families, churches, and managing financials for Pilgrim Lodge. Additionally, the Assistant Camp Director maintains the camp office functional and supports administrative efforts critical to the operations of the ministry. During the open season, the Assistant Camp Director maintains an in-person presence at Pilgrim Lodge, supporting both summer camp programming and rental retreat groups.

On-Site Duties

- During the summer season, support camp programming through supervision of a portion of the staff team and through active engagement with Deans and Counselors during the camp season
- Train, supervise and evaluate staff in collaboration with Director & Program Coordinator.
- Play a leadership role in staff activities, meetings, and in-service trainings. Coordinate the agenda of and facilitate staff meetings.
- Fill in as point-of-contact Director is off-site or unavailable. Enforce camp rules and policies at all times and report any and all breaches of staff Code of Conduct, camp policy or incidents to the Director.
- Share “hosting” responsibilities of rental groups including welcoming and orienting groups, cooking and cleaning as needed.
- During shoulder season, support set-up and close-up tasks.
- During the off-season, be an ambassador of Pilgrim Lodge by sharing in responsibilities to visit churches and do outreach to families or other audiences who may have interest in camp experiences.

Administrative Duties

- Manage process for camper registrations including configuration of UltraCamp, the website schedule, and support of phone and paper registration needs
- Provide customer service to families and churches seeking to register by helping with account balances, required forms or questions about the registration process
- Collect and process scholarship applications, maintaining communication with families and internal tracking records
- Oversee/delegate processing of health forms for campers
- Order store inventory, review UltraCamp records and Square accounts, file sales tax reports
- Function as the administrator for online accounts and staff/volunteer access (e.g. UltraCamp, Square, Praesidium, website, etc)
- Manage camp office functions including seasonal move-in/move-out, purchasing of supplies and coordinator of services (e.g. tech support for phones, internet, etc).
- Answer phones and address questions or relay messages to the appropriate parties
- Manage financial records for camp and exchange communication and records with conference staff that handle accounts payable and accounts receivable:
 - Process bills to Conference Office for payment, deposits to bank, track credit card payments and receipts, manage petty cash
 - Track incoming funds including donations for the yearly mission project, donations to fundraising appeals, store sales, etc
 - Manage invoices and payments of rental groups
 - Prepare financial reports including monthly year-to-date records for the Pilgrim Lodge Leadership Team
- Retrieve and process all incoming mail
- Manage bulk mailing including ordering the yearly program brochure and semi-annual fundraising appeals

- Process background checks on behalf of the organization (including staff, volunteers, and external partners)
- Submit bi-weekly payroll for approval and processing

General Duties and Expectations

- Represent Pilgrim Lodge in a professional manner consistent with its mission, values and Statement of Faith.
- Assist campers, counselors and deans with administrative needs. Model this attitude of service for the staff and work to cultivate a staff culture of generosity and kindness.
- Help to build camp morale and sense of community. Encourage growth in fellow staff members.
- Participate in staff training, activities and meetings as assigned.
- Participate in emergency drills and respond to emergencies.
- Fulfill Community living assignments (i.e.: helping clearing the lunch table)
- Abide by the rules and guidelines set up in the Pilgrim Lodge Staff Manual and Code of Conduct and follow policies of the Maine Conference United Church of Christ.
- Support annual efforts to open and close camp
- Fulfill other related duties as assigned

Qualifications:

- Age 21 or older
- Driver's license
- Experience working in a summer camp environment or other equivalent experience
- High school diploma required, additional education or equivalent experience in a relevant field preferred
- Satisfactory background and reference checks

Knowledge, Skills, and Abilities:

- Experience with office management and general functions related to Human Resources, A/R, A/P, basic accounting practices, and computer systems and databases
- Ability to communicate in a clear manner with strong "customer service" skills
- Ability to maintain accurate records and attention to detail
- Adherence to safety regulations and emergency procedures
- Complies with all confidentiality standards for financial, health or personnel information
- Ability to participate in an environment that promotes personal growth, community building, and teamwork
- Ability to adapt and be flexibility in changing situations
- Ability to exhibit maturity and role model positive behaviors for campers
- Ability to work independently, organize priority tasks and be self-motivated
- Willingness to learn and work in a diverse community

Equipment Used:

- Computer, copier/scanner, fax, phones
- Car

Physical Aspects of the Job:

- Significant time spent sitting and utilizing office equipment each day
- Ability to lift 30 pounds
- Ability to respond to emergencies. Must be able to assist campers in an emergency.

Term of Position: This is a year-round, full time position based in Maine. The position is eligible for benefits. Wages are “exempt.” Office spaces are available at camp and at the Maine Conference United Church of Christ office in Augusta.

Mission Statement: *Pilgrim Lodge extends the ministry of the Maine Conference United Church of Christ through quality camping and retreat experiences. Hosted programs at Pilgrim Lodge emphasize spiritual and outdoor exploration, personal growth, authentic self-expression in a safe environment, and intentional community that affirms individual sacredness.*