**Director of Camps & Retreats – Position Description**

**St. Thomas More Center**

**Job Title:** Director of Camps & Retreats

**Position Type:** Fulltime, Ministerial Exempt

**Corporation:** St. Thomas More Center

**Reports to:** Executive Director of the St. Thomas More Center

**General Responsibilities:**

The Director of Camps and Retreats of the St. Thomas More Center is responsible for proclaiming the gospel by implementing plans that reflect a theological understanding of effective ministry to ensure lifelong formation and is responsive to the spiritual needs of youth and young adults primarily within the Diocese of Des Moines. As a leader within an affiliated nonprofit corporation, the Director of Camps and Retreats has day-to-day operational leadership of Catholic Youth Camp (CYC), a seasonal operation of the Center. The position also collaborates with other essential partners to facilitate additional retreat experiences throughout the remainder of the year. The position will maintain a faith-filled, nurturing, safe and fun community that promotes Gospel values and the teachings of the Roman Catholic Church.

**Essential Functions:**

* Assures that the philosophy and mission of the St. Thomas More Center is apparent in the performance of duties. Communicates and promotes a strong commitment to the Center’s philosophy, mission, strategic plan, and Catholic identity.
* Supervises and mentors CYC young adult staff to ensure competence, evangelical understanding, and skill development. Recruits, and trains employees and volunteers to ensure compliance with diocesan and secular laws.
* Manages the Safe Environment Program, as required by the Diocese of Des Moines.
* Works with CYC Chaplain and staff of the Department of Evangelization & Catechesis to develop and implement faith curriculum for CYC participants and other retreat opportunities. Provides opportunities for participants at Center events to experience age-appropriate prayer, personal spiritual development, vocational awareness and communal worship experiences.
* Develops programming that is inclusive of the Hispanic culture and other ethnic groups and supports efforts to expand ethnic youth and young adult leadership at the Center.
* Supervises a structured, leadership development curriculum for young adults serving in paid and volunteer positions.
* Oversees and promotes retreat opportunities that meet the needs of youth and young adults and serves the needs of youth ministers and catechetical leaders.
* Initiates and maintains accurate records and certifications of campers, volunteers and seasonal employees of CYC. Ensures that accurate financial information is maintained for necessary financial operations and employment compensation.
* Coordinates marketing outreach and promotion of Center events to effectively reach target audiences and achieve budgeted attendance; including maintenance of accurate website content.
* During the off season, manages the online registration for the camp.

**Additional Functions:**

* Participates in the Center’s annual budget planning process.
* Coordinates the recruitment, hospitality and honorariums for guest speakers and CYC resident women religious and seminarians.
* Completes other assignments as directed by the Executive Director.

**Essential Relationships:**

* Supervises CYC summer paid staff, summer office staff, and weekly, volunteer directors and young adult counselors; includes staff in programming development and encourages engagement in implementation to develop leadership skills.
* Engages with student participants and their parents/guardians through regular communication to seek input and respond to inquiries/needs.
* Works closely with the CYC Chaplain for faith formation programming.
* Works closely with pastors, youth ministers, Catholic school administrators, and directors of religious education to foster connections and support parish youth and young adult ministry.
* Works with the diocesan Director of Youth and Young Adult Ministry, and other staff members of the Diocesan Department of Evangelization and Catechesis, and the diocesan Coordinator of Hispanic Youth Ministry.

**Minimum Knowledge/Skills and Abilities Required:**

* Must be a practicing Catholic.
* Earned a bachelor’s degree in theology or youth ministry from an accredited institution, or equivalent experience.
* Minimum of two years of leadership experience in either Catholic youth and young adult ministry, or faith curriculum development in a camp setting.
* Demonstrated record of success in leading, fostering and mentoring young adult leaders.
* Proven experience and skills in directing and supervising volunteers.
* Excellent oral and written communications skills, including an ability to problem-solve in difficult conditions.
* Holds a valid Iowa driver’s license.

**Working Conditions:** The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms.
* Frequently required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl.
* Frequently required to lift and/or move up to 10 pounds regularly and occasionally lift and/or move up to 25 pounds.
* Regularly exposed to outside weather conditions, especially Iowa summer weather.
* Noise levels in the work environment are consistent with activities involving 175-200 youth.
* Ability to perform under stress when confronted with an unusual, dangerous, or emergency situations, or in situations when working speed and sustained attention are crucial.
* Ability to maintain a high standard of courtesy and cooperation in dealing with youth and young adults, parents/guardians, and co-workers despite the stress of a camp environment.

**Special Conditions:**

* This position will work from the St. Thomas More Center near Panora.
* Expectation that the position lives onsite during CYC summer camp season (housing will be provided).

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.