



DATE UPDATED:

9/24/2024

CLASSIFICATION:

Full time, exempt

EDUCATION/EXPERIENCE:

Bachelor's degree in relevant field, including but not limited to Catechetics, Youth Ministry, Education, Recreation Management, Business Management, or Social Work, or an equivalent combination of business leadership, education, and ministry experience.

SUPERVISOR:

Camp Director

LOCATION:

Camp Property in Big Sandy, Texas

COMPENSATION:

Competitive compensation package commensurate with experience.

On-site housing and utilities (excluding internet) are provided.

TO APPLY:

Please send your resume and cover letter to registrar@thepines.org.

QUESTIONS?

Please contact our **Camp Director, Greg Price**, at greg@thepines.org or (903) 845-5834.

JOB TITLE:

Associate Director of Summer Camp

POSITION OVERVIEW:

This role is responsible for envisioning and bringing to life summer programming that facilitates meaningful encounters with Jesus for our 2nd–12th grade campers and college-age summer staff. The Associate Director of Summer Camp coordinates the recruitment, interview, and hiring process of over 200 summer counselors and staff. They oversee the training, managing, and disciplinary issues of young adult staff throughout the summer. This strong leader works with the programming team, including staff, board members, and alumni, to ensure the highest quality spiritual formation for the 3,300+ youth The Pines serves during ten weeks of summer camp at our residential property in Big Sandy, Texas.

This role works cross-functionally with our entire staff, regularly collaborating with our Camp Director, Associate Director of Formation, Associate Director of Camper Care, and Associate Director of Retreats. During the year, this role is also responsible for planning and facilitating the programming and schedule for our Advent retreat, Alive Again, as well as providing support for year-round retreats, including, but not limited to, Family Camp, Father + Son / Mother + Daughter, Knight Up, Catholics United, outdoor environmental education retreats, and other events. This is a full-time position that requires frequent night and weekend availability. Occasional travel is required for recruiting and conferences.

PRIMARY RESPONSIBILITIES:

- Create fun, impactful, and developmentally appropriate summer content and programming to match the annual theme, intentionally fostering an environment for young people to encounter Jesus
- Supervise, mentor, and provide feedback for senior-level summer staff
- Communicate and enforce staff policies with the support of the Camp Director, ensuring top quality among our summer counseling and service staff
- Provide an environment for a safe and fun week of camp for youth ranging in age from 7–18, including following all ACA, diocesan, and camp requirements for the safety and supervision of minors
- Review and optimize the recruitment, hiring, and training process for all summer staff
- Represent camp at various events throughout the year, inviting future campers and potential staff to learn about our mission in Big Sandy
- Plan and facilitate staff training with fellow directors
- Plan and facilitate year-round programming with fellow directors
- Evaluate budget and order supplies for summer activities
- Organize off-time, schedules, and payroll for over 200 summer staff over ten weeks
- Provide 24/7 support to staff and campers when assigned on-call nights and weekends during both summer camp and year-round events



COMPETENCY:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Missionary Disciple:** your personal relationship with Jesus leads you to facilitate encounters for others with Jesus in a manner that opens hearts to ongoing conversion of life, anchored and fed by the sacramental life of the Church
- **Leadership:** strong leader able to organize and lead teams effectively and compassionately while maintaining a focus on The Pines mission as well as the safety and well-being of all campers
- **Project Management:** develops project plans, manages project team activities
- **Customer Service:** responds promptly to camper and parent needs, solicits feedback to improve service
- **Team Work:** balances team and individual responsibilities, contributes to building a positive team spirit
- **Change Management:** develops workable implementation plans, builds commitment, and overcomes resistance
- **Managing People:** provides regular performance feedback, develops subordinates' skills, and encourages growth
- **Business Acumen:** strong business work ethic maintaining approved goals, budgets, policies, and procedures
- **Organizational Support:** completes administrative tasks correctly and on time, supports organization's goals and values
- **Strategic Thinking:** develops strategies to achieve organizational goals with a growth mindset
- **Responsiveness:** communicates and returns communication with other team members
- **Planning/Organizing:** prioritizes and plans work activities
- **Confidentiality:** prudently handles sensitive topics with campers and families, maintaining privacy and involving additional authority (including civil authorities, if/when necessary)
- **Entrepreneurial Spirit:** continually seeks innovative ways to expand the mission and deepen the quality of ministry The Pines provides

QUALIFICATIONS:

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed above are representative of the knowledge, skill, and/or ability required.

The candidate must be a faith-filled Roman Catholic who is in good standing with the Church and actively practicing their faith.

All employees of The Pines Catholic Camp must pass a background and reference check, and must complete the Safe Environment training from the Diocese of Tyler. Other requirements can be found in the Employee Handbook.