



*Applicants should submit Cover Letter and Resume to Pilgrim Pines Personnel Committee  
thepinesexecboard@gmail.com*

## **JOB DESCRIPTION**

### ***Site Director Pilgrim Pines Camp and Conference Center***

Reports To: Board of Directors

Employment Status: Exempt (Full-time)

## **POSITION SUMMARY**

This is an opportunity for an innovative and committed individual to lead our program and staff in a way that embodies the mission statement of the Pilgrim Pines. This statement affirms the welcome and participation at Pilgrim Pines of persons of all ages, sexes, genders, gender expressions, sexual orientations, racial or ethnic backgrounds, socio-economic positions, intellectual, developmental, emotional, and physical abilities, or religious affiliation.

The position requires a leader with experience in leading and managing a camp or similar non-profit organization with a range of skills to provide oversight of the business, financial, human resources, and facility/property management needs of an organization.

**Compensation:** Salary Range: \$50,000-60,000; Housing provided on property; additional benefits

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Head of Staff**

- Maintains and evaluates ongoing staffing plan.
- Maintains salary and benefit structure consistent with California law and requirements.
- Hires on-site staff, assuring that all necessary screening processes are completed.
- Supervises on-site staff and provides a program of regular written evaluation of staff.
- Supports the board in maintaining policies and procedures.
- Works directly with the Board of Directors to implement the vision and mission of the organization.



## **Property Use**

- Develops and maintains overall structure for reservations for group usage, including fee structure, policies, system, staffing, etc. for outside guest groups and Pilgrim Pines Camp programs throughout the year.

## **Financial Management**

- Provides input into the financial management of the organization.

## **Facilities Management**

- Oversight and supervision of Facilities Manager
- With the facilities committee, ensures that the property is well maintained; approves ongoing maintenance schedule.
- Supports the regular schedule for major upgrades.
- Develop and maintain a general knowledge of the property.
- Foster relationships with outside service providers and vendors that are aligned with our vision and mission.
- Acts as backup to all other positions in extenuating circumstances.

## **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES)**

- Work experience with demonstrated leadership preferably in the hospitality, nonprofit, or outdoor ministries field.
- Broad knowledge and demonstrated leadership in business processes, finance, human resources, quality, customer relationships, and leadership competencies.
- Experience working with a volunteer workforce.
- Ability to provide background check clearance.
- Ability to work independently with little supervision.
- Ability to organize and prioritize effectively.
- Must hold a valid driver's license.

## **Physical Requirements:**

- Ability to speak and listen to staff, volunteers, and guests in person and by telephone.
- Ability to see and read computer screens and printed materials and to sit and type.
- Ability to lift and move objects up to 50 pounds, and to use assisting devices or other staff to help move larger items.
- Ability to walk and climb at high elevation to visit all parts of the camp facility, including climbing stairs and ladders and uneven ground.
- Ability to drive camp vehicles and operate various machinery and equipment.



### **Preferred Qualifications**

- Experience with accreditation with the American Camping Association
- Human Resources and managerial experience
- Familiarity with OSHA, safety, and child protection policies
- Member of the United Church of Christ

### **Core Competencies:**

*Hospitality:* Genuinely welcomes and greets all persons with a positive and warm presence. Persons who contact Pilgrim Pines by phone, virtually, or who are on the property should feel welcomed and engaged; with questions answered or directed to appropriate resources when needed.

*Caretaking:* Able to see concerns that need to be addressed and has the ability to work with staff to assure that staff resources are managed and directed to promptly and appropriately meet changing needs.

*Promotion of Pilgrim Pines activities and vision:* Is able to articulate and promote Pilgrim Pines' mission and values; serves as the "face" of the organization; can enthusiastically answer questions about programs and values of the organization.

*Communication:* Facilitates open and clear communication between staff, committees volunteers, and board members. Follows up on tasks promptly and updates those who asked for or are affected by the task.

*Confidentiality:* Uses diplomacy and tact in all relationships; keeps appropriate boundaries of confidentiality in communicating information about the congregation or individual staff or members; shares frustrations and concerns only with the Board of Directors; acts with integrity and trustworthiness as a public representative of Pilgrim Pines.

### **ABOUT THE MINISTRY**

Pilgrim Pines is located in the unincorporated village of Oak Glen ten miles from the I-10 freeway. The elevation is approximately 5200 feet— located just about a mile high! The camp includes cabins and lodges, a pool, labyrinth, vesper point, campfire circle, field, hiking trails, and a challenge course. It sits in a canyon with Oak Glen Creek flowing through and is filled with oaks and pines. The camp property was originally purchased in 1943 from a school for the deaf, and the first summer camp session for the conference was held in June 1944. Within five years, additional adjacent lots were purchased, and then a series of new buildings, lodges, and cabins were constructed in the 1950's and 1960's. The village of Oak Glen is an unincorporated area of San Bernardino County, an orchard country full of apples and berries. Neighbors of Pilgrim Pines include farmers, shops and restaurants, and the Wildlands Conservancy. There is a long-time relationship with the Conservancy that includes overnight visits by campers each summer.



## **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.