

Campus Coordinator for the Episcopal Diocese of Georgia Retreat Center at Honey Creek

JOB SUMMARY: Responsible for working with the Executive Director and Office Manager to build up the Body of Christ in the Diocese by facilitating the use of the campus for both, diocesan and other groups.

RESPONSIBLE TO: The Executive Director for all matters of the Honey Creek mission and ministry.

RESPONSIBILITIES

To work with the Executive Director, the Office Manager, other Diocesan staff, specifically to:

- Use interpersonal skills to build constructive and effective relationships with guests in order to plan and lead the organization; with the staff to ensure a smooth operation; and with guests to ensure their comfort, safety, and satisfaction.
- Work collaboratively with contractors.
- Ensure the coordination of all departments on campus prior to the arrival of guests.
- Perform routine facility and equipment inspection, set-up, minor maintenance and repair for the safety and comfort of guests and coworkers.
- Other related duties as assigned by the Executive Director.

DESIRED EXPERIENCE

- Group facilitation experience, backed by strong relationship building and outreach skills.
- Strong project management skills.
- Strong written and verbal communication skills.
- Basic database management, research, and analytical skills.
- Ability to travel periodically within the Episcopal Diocese of Georgia.

ANNUAL COMPENSATION:

The Annual Cash Salary and benefits are reviewed and adjusted each year in light of changes in the Consumer Price Index, the current Diocesan salary standard, and when applicable, the merits and scope of ministry performance and responsibility. The Diocese pays proportionate medical insurance as required for full-time positions.

OTHER CONSIDERATIONS:

- two weeks annual vacation.
- Federal holidays as leave days (when not conflicting with major diocesan events).
- There will be an annual review. The Executive will conduct this review.

Honey Creek Summer Camp Director The Episcopal Diocese of Georgia

JOB SUMMARY: The Honey Creek Summer Camp Director (HCSCD) plans, coordinates, and implements the Honey Creek Summer Camp program for diocesan young people in grades three through twelve. In doing so, the HCSCD creates a safe environment in which campers' faith in God can be nourished and enhanced. The HCSCD encourages relationship-building between campers, counselors, and adult leaders.

RESPONSIBLE TO: The HCSCD is responsible to the Bishop of Georgia via the Executive Director of Honey Creek Retreat Center.

RESPONSIBILITIES:

- Solicit, hire, and train the summer camp staff
 - Create and distribute applications
 - Review applications and secure the staff
 - Secure and prepare Program Staff for each camp session
- Ensure that the camp staff has received all appropriate training and certification, including, but not limited to,
 - Safeguarding God's Children (all camp staff, paid and volunteer)
 - Lifeguard/CPR Training (lifeguard)
 - Nurse/EMT/Paramedic credentials (medical professionals at camp sessions)
 - Operational, crisis, and emergency procedures (all camp staff, paid and volunteer)
- Develop and implement a Honey Creek Summer Camp Marketing Plan
 - Prepare and distribute multi-media marketing materials to churches and to diocesan publications, such as "From the Field" and the diocesan website
 - Oversee marketing to local churches throughout the Diocese
 - Make a presentation at Diocesan Convention.
- Secure scholarship funds through such resources as churches, Episcopal Youth and Children Services (EYCS), private donations, and diocesan scholarship funds.
- Plan, develop, and implement programming for five summer camp sessions (grades three through twelve)
 - Coordinate activities around program topics and Chapel times
 - Create camp schedules, dorm lists, etc.
 - Maintain all records
 - Utilize an evaluative tool
 - Procure needed supplies and equipment
- Consult with the Bishop and the Canon for Youth and Young Adult Ministries to secure diocesan clergy to be spiritual directors for summer camp sessions
- Administer diocesan summer camp budget, adhering to budget parameters set forth by the Honey Creek Executive Director and the Canon for Administration

PREREQUISITES:

- Experienced in leading and teaching young people
- Skilled in organization and basic bookkeeping
- Enjoys nature and being in God's creation
- Demonstrates flexibility and patience in dealing with young people
- Knowledgeable in the Holy Scriptures and Anglican Tradition

- Able to manage a staff of 15 to 20 people, comprised of young adults and adult leaders, clergy and lay

OTHER CONSIDERATIONS: Priority for this position will be given to an Episcopalian who is canonically resident in the Diocese of Georgia.

To apply, please send your cover letter, current resume, and three references via email to:

Dade Brantley <dade@honeycreek.org>

You may also send your application to:

Dade Brantley

Honey Creek

299 Episcopal Conference Center Road

Waverly, GA 31565