



## Job Posting: Staff Director

**Sandy Hill Camp and Retreat Center** is a scenic 211 acre property on the Elk River in North East, Maryland. In the summer, Sandy Hill is home to one of the largest residential summer camps in Maryland. Our 160+ person summer staff serves over 3000 boys and girls ages 8-16 each summer. In the spring and fall, we host retreats for churches, schools, and other groups. Sandy Hill has been family-owned and operated since 1995. For more information about our programs and facility, please visit our website at [www.SandyHillCamp.com](http://www.SandyHillCamp.com).

### Position Summary

This position is a year-round, salaried position with benefits. The Staff Director has the critically important responsibility of recruiting, hiring, mentoring, serving, and retaining a top quality summer staff. Our staff is the heart of our ministry, and the Staff Director is the key person for all things "summer staff."

The Staff Director is required to live at or near camp in the summer and will work 6 days a week with long hours from Memorial Day through Labor Day weekend. During the hiring season in winter and spring, the hours are flexible and do include some evenings and weekends primarily to interview those with busy schedules or in different time-zones. The fall is a slower time, with the primary focus on planning, retention, and retreat support.

We would like for our new Staff Director to begin no later than April of this year so that our current Staff Director can help to transition this individual into the role both pre-camp and during camp. We are looking for a long-term commitment from someone who is passionate about working with our college-aged staff members and helping them to positively impact the campers they serve.

### Job Responsibilities

Key responsibilities include:

- Recruit (September - April) – do on-site recruiting at college campuses, review and contact potential staff through camp staff recruiting websites, and find new ways to recruit great staff.
- Select the summer staff (November - May)- review submitted applications, interview selected candidates, check references, and recommend staff for hire to the Executive Director.
- Organize staff paperwork and preparation (December - June) - coordinate staff contracts, visas, travel arrangements, fingerprints, social security numbers; answer questions, communicate with staff before training, inventory staff skills, organize outside trainers for specialty areas (canoe, lifeguard, sailing, archery, etc.), order staff uniforms, and organize staff weekend trips.
- Manage, mentor, and support the summer staff during summer camp (June – August)
  - Meet the personal needs of the staff during the summer such as: staff welcome packets, airport runs, health insurance questions, family crises, time-off, staff morale boosters, linens for international staff, staff lockers, vehicle usage, church transportation, coordinating staff weekend trips and other weekend opportunities; coordinate end-of-summer staff thank-you gifts
  - Supervise the summer Leadership Staff (area directors, unit leaders, etc.)
  - Ensure opportunities for spiritual growth of the staff
  - Manage staffing assignments: "master grid," Sunday/Friday staff assignments, staff training groups/cabins, staff unit/cabin assignments, etc.
  - Oversee formal staff evaluations
- Support retreat staff needs and scheduling (May, August – October)
- Retain summer staff (year round) – write end-of-summer thank-you letters, write reference letters, birthday cards, stay in touch in general, host reunion/get-togethers for staff, find ways to retain great staff
- Assist with general administrative duties in the office and with off-season rental groups (year round) - host some retreats, camp tours, answer office phones/emails, etc.

## Key Characteristics

- Strong moral character
- Warm, welcoming personality and the ability to connect with a variety of personalities
- Strong communication skills (written and verbal)
- Exceptional organizational skills
- Desire to work with and positively impact campers (ages 8-16) and staff (approximately ages 18-23)
- Excellent interview skills and ability to judge character
- Strong computer skills – MS Office, email, video conferencing
- Social media competency
- Detail-oriented
- Self-starter/takes initiative
- Willingness to work weekends and have flexible schedule that varies by season of the year
- Proven management skills and experience with staffs of at least 10-15 people
- Positive attitude and desire to serve others
- Additional traits that are not required, but would be valuable
  - Live locally or have some ties locally
  - Bachelor's or Master's degree
  - Human resources training, degree and/or experience
  - Experience working at a summer camp
  - Background in sailing, motorboats, lifeguarding, rock climbing, ropes course and/or horses

**Interested individuals** must send a resume with a cover letter that includes desired salary by February 3<sup>rd</sup>, 2012 by email to:

*info@sandyhillcamp.com*

or by mail to:

*Sandy Hill Camp*

*Attn: Applications*

*3380 Turkey Point Road*

*North East, MD 21901*

Decisions to interview will be based solely upon the submission of resume and cover letter.

Any questions must accompany the cover letter in writing. No phone inquiries will be accepted.