

## **JOB DESCRIPTION**

Presbyterian Mo-Ranch Assembly  
Hunt, Texas

**Job Title:** Director of Mo-Ranch Camps  
**Department:** OEM (Outdoor Environmental Ministries)  
**Supervisor:** Vice President of Sales and Programs  
**FLSA Classification:** Exempt

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### **Mo-Ranch Mission Statement:**

*The Mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian, environment.*

### **Summer Camp Vision Statement:**

*Mo-Ranch Summer Camps are a unique ministry of Presbyterian Mo-Ranch Assembly committed to providing campers the opportunity to grow in their faith by: experiencing the love of God through relationships grounded in the Christian faith; living in community; and playing and learning in our beautiful outdoor setting.*

### **Objective of Job:**

To collaborate with the Mo-Ranch team to develop, design, promote, sell and administer Mo-Ranch Summer Camps, both residential and day camp, year round. He/she must demonstrate theological understanding of the mission of the Presbyterian Church and Mo-Ranch. He/she will conceptualize and supervise the implementation of approved camp curriculum in line with Mission Statement. The Director will develop a safe, accepting and caring environment that provides an atmosphere where campers will grow in God through Jesus Christ. The Director will work on the administrative side of camp as well, managing the day to day functions of camp life. The Director will also oversee camp counselors and other employees, which may include assessing work performance and taking disciplinary measures when necessary.

### **Essential Job Functions:**

1. Develop, plan, sell and promote a well-organized camp programs that reflects the mission of Mo-Ranch.
2. Work with Chaplain to develop a summer theme related Bible study curriculum.
3. Recruit camp staff and volunteer leadership.
4. Conduct staff training, orientation and close of camp wrap-up.
5. Promote Mo-Ranch and Mo-Ranch Camps through developing relationships with parents, brochures, telephone calls, Camp Preview Nights, newsletters, church visits, schools and other means.
6. Maintain relationships with campers through Mo Ranch touch points i.e.: e-mail, visits, camp newsletter, Leadership Development Program (LDP) programs and other means
7. Develop work assignments, supervise, discipline and evaluate all camp staff. Hire, recruit and retain camp counselors.
8. Maintain and review records and evaluations of all programs, operations, staff and facilities related to Mo-Ranch Summer Camps.
9. Develop an evaluation and summary of current season including inventories, staff evaluations, camper reports and recommendations for the following season.
10. Maintain camp within the standards set forth by ACA and maintain current and accurate records to ensure continued accreditation.

### **Supportive Job Functions:**

1. Lead / Support activities in areas of expertise or knowledge as needed.
2. Provide staffing assistance to Environmental Leadership Program, Challenge Ropes Course and other departments
3. Represent Mo-Ranch to its constituents at job fairs, expos, community and Ranch sponsored events.

### **Education, Experience, and Skills Required:**

1. Hold a BA or BS degree from an accredited institution of higher education.
2. Have least three years of residential camp administrative and programing experience.
3. Maintain active membership and proven leadership in the Presbyterian Church (USA) preferred.
4. Must possess and maintain a current, valid driver's license.

**Physical requirements:**

Must be able to hold a Lifeguard certification and a Ropes Challenge course certification.

**Other:**

This is not necessarily an exhaustive list of all the responsibilities, duties, skills, requirements, efforts, or working conditions associated with the job. Some travel, weekends, nights or other unusual hours may be required.

**Acknowledgement:**

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

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Employee

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Date

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Witnessed by:

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Date