



POSITION DESCRIPTION

Title: Groups & Retreats Manager

Job Status: Full-Time, Exempt

Reports to: Executive Director

Salary: \$37,000 - \$40,000

Revision Date: September 2022

POSITION SUMMARY

The Groups & Retreats Manager serves as an integral member of the year-round leadership team and is responsible for the oversight and direction of all aspects of the Camp Ho Mita Koda Groups & Retreats department (G&R), which encompasses community and school groups, facility rentals, and retreats, while ensuring the safe and effective operation of all programs offered. This position will work directly with the Executive Director and Operations Manager daily, so clear communication, the ability to complete tasks on-time, and accepting and/or giving criticism is essential. If you are a smart, passionate, reliable, creative hard worker with the below skills, this is your chance to play a pivotal role in the success in a progressive and fast growing summer camp.

ESSENTIAL FUNCTIONS

- Deliver impactful, revenue producing, and innovative experiential programming.
- Support mission-based programming and other programs that are not G&R program focused.
- Recruit, hire, train, and supervise seasonal G&R staff to implement program goals and objectives.
- In collaboration with the Executive Director, create, develop, and maintain G&R program curriculum that reflects industry best practices in outdoor education, challenge course facilitation, and social-emotional learning.
- Lead the development and execution of year-round programs.
- Market programs and recruit schools, rentals, and community groups.
- Develop, administer, and evaluate educational and social emotional learning programs and curriculum.
- Manage use, care, and inventory of program resources, tools, and equipment, including the CHMK Challenge Courses, the climbing wall, and facilitation supplies.
- Oversee G&R arrivals to ensure program staff are prepared and client representatives are informed and oriented.
- Conduct timely communication of group numbers with the CHMK leadership team to ensure accurate participant counts for food service, billing, and other applicable needs.
- Create the on-site program schedule and manage client relationships.
- Participate in all camp trainings and programs as a participant or facilitator.
- Provide and receive feedback from directors, peers, and staff.
- Attend/lead regular staff meetings, communicate with directors and peers about the development of programs, staff, etc.
- Champion creative twists and fresh ideas with regard to activities to produce industry leading programs.
- Maintain all necessary reports, evaluations, and statistical data as required for program management.
- Continually enhance professional development through workshops, educational courses, seminars, training opportunities and appropriate reading material.
- Plan and track the G&R annual expense budget in collaboration with the Executive Director.
- Other duties as assigned.

KEY CHARACTERISTICS

The right candidate understands the importance of industry leading customer service, is programmatically creative, and is adept at managing large amounts of data and information. Other key characteristics include:

- Bachelor's degree from an accredited college, university, or equivalent.
- Minimum two to three years planning, delivering and administering social emotional learning, outdoor education, and adventure-based programs.
- Ability to effectively manage staff and program models to meet specific outcomes for clients.
- ACCT Challenge Course Manager certification, or ability and willingness to obtain certification.
- Experience in staff hiring, training, supervision, and evaluation.
- Fluency with Microsoft Office/Suite (Outlook, OneDrive, Teams, Excel, etc).
- Exceptional attention to detail, strong written and verbal communication skills, with the talent to convey warmth, enthusiasm, and trust.
- Ability to learn on your own, try new things, and apply ingenuity to figure out how we can set up the organization for success.
- Demonstrated ability to work with minimal supervision. Must be detail-oriented with outstanding organizational ability to set priorities with ease, manage diverse projects, and manage a large volume of detailed work simultaneously.
- Candidate must be a dependable, highly motivated, proactive individual with a 'can-do' attitude and someone who can work under pressure while adhering to tight deadlines.
- Effective team player with strong, service-minded work ethic. Candidate must maintain highest level of confidentiality, exceptional judgement, and diplomacy at all times.
- A mission-driven leader who pursues excellence, builds community, and leads with compassion.
- Excellent communication skills to interface with a broad range of people, from school administrators, to students, to members of the public.
- Flexibility in work schedule is essential, as evening, holiday, or weekend work is periodically required.
- Ability to work outdoors in all seasons is necessary.

EFFEECT ON END RESULT

The effectiveness of the incumbent's fulfillment of this position will be measured by:

- The successful implementation of the CHMK OLC program as measured by client and participant feedback, staff feedback, and outside consultants.
- The ability to deliver programs across increasingly diverse timeframes and locations.
- The success of operating OLC programs at capacity 9 months of the year.
- The degree to which the OLC Program operates in the highest moral and ethical context, and active full compliance with all legal requirements and industry standards.
- The degree to which the overall OLC budget is effectively implemented to support program development.
- The degree to which appropriate staffing levels are met.
- The degree to which the organization and program fulfills the Camp Ho Mita Koda mission among the campers, staff, board, and alumni.

TO APPLY

Submit your resume and letter of interest to the Executive Director, Ian Roberts, at ian@camphomitakoda.org. Resumes accepted until the position is filled. No phone calls will be accepted.

Equal Opportunity Employer. Hiring decisions are not made based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, disability, protected veteran status or any other legally protected group status.

The duties listed are to give prospective applicants a better understanding of the position. This is not a comprehensive list of job duties.

Helping children living with Type 1 Diabetes grow in mind, body, and spirit.