



Spring Heights Camp and Retreat Center  
 A ministry of the West Virginia Conference  
 2067 Barrcut Rd, Spencer, WV 25276  
 Phone: 304-927-5865 Fax: 304-344-9584  
 springheights.org/



<b>Job Title:</b>	Director	<b>Department</b>	Spring Heights Camp and Retreat Center
<b>Location:</b>	Spencer, WV	<b>Travel Required:</b>	Within the Conference Area.
<b>Salary Range:</b>	\$40,000-50,000 (onsite housing provided)	<b>Position Type:</b>	Full Time, Exempt
<b>Contact:</b>	Shea James	<b>Date Posted:</b>	October 14, 2022
<b>Position Training:</b>	On site training	<b>Posting Expires:</b>	Open until the position is filled.

**Applications should include a current resume and will be accepted by:**

**EMAIL:**

[sjames@wvumc.org](mailto:sjames@wvumc.org)

Subject Line: Camp Director

**Job Description**

**ROLE AND RESPONSIBILITIES**

Oversee all aspects of Spring Heights Camp and Retreat Center and its mobile camping ministry DaySpring, for the purpose of making disciples of Jesus Christ for the transformation of the world.

**ESSENTIAL FUNCTIONS OF POSITION**

**Spring Heights Camping Ministry**

- Create and maintain outdoor ministries that make disciples of Jesus Christ for the transformation of the world.
- Oversee all aspects of Spring Heights Camp & Retreat Center:
  - supervision of all camp staff (full-time and seasonal), including staff recruitment, training, and evaluation
  - partner with DaySpring Coordinator to connect camping ministries with communities throughout the Conference
  - ensure appropriate maintenance of facilities
  - ensure proper financial procedures, including billing and budget planning
  - maintain and implement camp safety policies and procedures
  - Maintain accreditation with the American Camping Association, ensuring camp programming and facilities are compliant
- Promote the on-site and mobile camping ministry of Spring Heights as key arenas for children's discipleship.
- Maintain effective stewardship planning and implementation of all resources, financial and otherwise, relating to Spring Heights, providing current data on camping ministry to conference leaders as needed.
- Ensure that Spring Heights Camping Ministry follows the Safe Sanctuaries policies, and procedures of the West Virginia Conference, providing training as needed for staff and volunteers to provide effective compliance.

- Plan, implement, and promote Spring Heights Camp & Retreat Center as a resource for individual and group retreats, working collaboratively with other leaders in the conference to broaden the reach of these opportunities.

**Course of Study Extension School:**

- Promote, develop, and maintain Spring Heights Camp and Retreat Center as a location and resource for the Course of Study School of Ohio (COSSO), an extension school of the Methodist Theological School of Ohio (MTSO). Offer hospitality and support for the school and its director, as needed, to provide this resource for the licensed pastors of the West Virginia Conference and those throughout the region.

**Connectional Ministries:**

- Serve as part of the Connectional Ministries team of the West Virginia Conference, supporting the conference mission through this staff team.  
Other duties as assigned by the Director of Young Disciples and Outdoor Ministries

**KNOWLEDGE, SKILLS, AND ABILITIES**

1. Commitment to the vision, mission, and core values of the West Virginia Conference of The United Methodist Church. Preference will be given to lay members or clergy of the United Methodist Church.
2. Bachelor's degree preferred, with specialization in a related field.
3. Demonstrated effectiveness in camping ministry leadership. Ministry experience with children and youth is preferred.
4. Demonstrated experience in camp management and supervision.
5. Demonstrated capacity for communicating the value of camping ministry as a form of discipleship, by various means. Basic effectiveness in written, verbal, and electronic communication.
6. Familiarity with and willingness to support United Methodist polity, doctrine, and structure.
7. Willingness to travel within the bounds of the Conference as needed to promote the mission of camping ministry. Must hold a valid driver's license. Must be able to carry/lift 25 pounds.

**ADDITIONAL INFORMATION**

Ideal candidates prioritize hospitality and making camp a place of welcome for all God's people. Experience in camp and retreat ministry is required and Camp Directors with knowledge and proven fundraising abilities are encouraged to apply.

Spring Heights Camp and Retreat Center is the steward of 950 acres and over 30 buildings. Experience with facilities management and an ability to energize the community and volunteers is crucial to the future success of the ministry.

The West Virginia Conference serves United Methodists who live, worship, and serve God in most of West Virginia and Garrett County, Maryland.

Our vision is to be a Christ-led, spiritual breath of fresh air that changes the world.

Our mission is to discover, develop, and deploy passionate spiritual leaders who make disciples of Jesus Christ for the transformation of the world.