

Job Description

Position: Assistant Director

Classification: Full-time Exempt (Year-Round)

Reports to: Executive Director



Position Summary:

The Assistant Director (AD) is integral to Wanakee's year-round operations, providing support in all aspects of camp management, with particular focus on retreats, office administration, marketing, operations, summer program development, and volunteer management. As a member of a small team – the duties of the AD are varied. The position requires someone who is highly organized, capable of problem-solving, comfortable taking initiative, an effective communicator, and able to transition quickly from one task to the next. This person must be resourceful, personable, flexible, and able to work independently and as part of a team.

This position is full-time, year-round, with an increased workload during the summer.

Evening and weekend work is required as needed.

Between September and May, the position will be hybrid with specific on-site work required for appointments and/or assisting with retreat groups. Hybrid schedule will be set on a rolling basis depending on on-site need and mutually agreeable flexibility between ED and AD. During Wanakee's overnight summer camp program, staff members live on site in Meredith, New Hampshire. The AD is expected to live at camp (room, board, and meals included) from early June through late August and participate in community life. Summer duties will shift based on the skills and interests of the AD and may include serving as the summer camp Program Director, Operations Director, or Office Manager/Registrar.

The Assistant Director will be required to manage all site operations if the Executive Director (ED) is unavailable.

Key Responsibilities:

- Manage and grow Wanakee's year-round retreat offerings and rentals (user groups)
 - Create and/or implement year-round programs for children, youth, and adults in support of Wanakee's Mission (Senior High Reunions, Women's Retreats etc.)
 - Respond quickly and professionally to inquiries from churches, non-profits, families etc. regarding rental availability, facilities, programs, meals, pricing, etc.
 - Provide quotes and secure signed contracts with timely payments.
 - Arrange and/or provide hosting and other logistics for retreats (with support from ED), including kitchen management, cleaning etc.
 - Connect with new groups and market facilities to increase usage.
- Administration and Office Management
 - Manage communications by phone, email, and mail replying promptly and professionally.
 - Serve as year-round camp registrar using cloud-based camp management software for registrations, financial transactions, reporting etc.
 - Ensure parents receive, and return completed camper forms prior to summer season (including health forms, camper agreements, waivers, etc.)
 - Work with Bookkeeper to manage DonorPerfect database and ensure timely recognition and engagement of donors.
 - Seek out grant opportunities and collaborate with ED to pursue funding.
 - Keep office orderly, order supplies, maintain equipment.
 - Monitor equipment, facilities, and program areas for safety.
 - Other clerical tasks; filing, bulk mailings, assisting with fundraising and other philanthropic initiatives as necessary, etc.
- Summer Camp Program Development
 - Support the vision, preparation, and implementation of summer camp programming, including scheduling, working with off-site vendors, record-keeping, and policy implementation according to NH state law and American Camp Association standards.
 - Assist in the development and implementation of our recruitment and retention strategy for campers.
 - Participate enthusiastically in camp activities, planning and leading as needed.
- Volunteer coordination and support
 - Work closely with the Program Committee to ensure summer and year-round volunteers have the support and information needed to volunteer their time and talents safely and successfully in support of Wanakee's mission.

- Act as a primary point of contact for questions pertaining to paperwork, scheduling, expectations, and opportunities.
- In accordance with ACA standards and NH state law, collect, catalog, and file all necessary volunteer paperwork, such as background checks, yearly applications/releases, health forms.
- Alumni relations and community engagement/relations
 - Assist in defining a clear alumni relations plan, including increased consistent communication.
 - Initiate in-person events for community building and networking among alumni, campers, prospective campers, NEUMC stakeholders, and/or families (possible examples include winter reunions, Campfire Connections, open houses, parent panels).
 - Explore and develop strategic partnerships, including with potential funders, grant makers, and/or missionally aligned organizations.
- Support Wanakee's marketing and communications
 - Work closely with the Communications Committee to develop and implement an updated social media plan (Instagram, Facebook, TikTok, etc.), including posting 3-5 times a week sharing our story on our platforms.
 - Help develop and edit year-round print and digital marketing materials to recruit and retrain campers, families, volunteers, and donors.
 - Lead annual fundraising events such as Giving Tuesday, end-of-year, NH Gives, and the Homecoming BBQ/Wanakee Wilderness 5K.
- Other duties as assigned by ED, including assisting in other areas of camp.

Required Knowledge, Skills, and Abilities:

- HS Diploma required, bachelor's degree or work experience in a field relating to education, outdoor education, youth development, non-profit management, or youth ministry desired.
- Experience in and/or passion for retreats, summer camp, and/or outdoor programming.
- Christian walk or willingness to support faith formation during religious programming.
- Highly proficient with standard office software and online media platforms
- Enthusiastic, sense of humor, patience, flexibility, collaborative, and strong work ethic
- Demonstrated ability to develop new initiatives from the ground up.
- Current certification in first aid and CPR (or ability to earn certification)
- Ability to treat sensitive situations with discretion, including confidential information pertaining to camper, staff, and volunteer safety and health.
- Effective communicator, both orally and in writing.
- Ability to pass a criminal background check.
- Willingness to take on any necessary roles and responsibilities to accomplish a task.

Physical Aspects of the Position:

- Requires range of hearing and eyesight adequate to observe camper/staff/guest behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Requires physical ability and endurance including climbing, standing, swimming, some bending, stooping, and stretching. Requires hand-eye coordination and manual dexterity, ability to lift up to 50 lbs.
- Operate with daily exposure to the sun and heat and varying environmental conditions.

Compensation and Benefits:

Salary Range: \$42,000 - \$45,000

PTO: 3 weeks (may not be used during June, July, or August), Paid holidays: 8, Floating holidays: 2

Bonuses available based on camper registration and retreat revenue.

Health insurance stipend available for this employee.

Paid sabbath and spiritual renewal leave from December 24 – January 1 each year.

More information regarding compensation and benefits available upon request.

About Wanakee:

Wanakee is a traditional Christian summer camp and year-round retreat center, owned and operated by the New England Conference of the United Methodist Church. Our camp and retreat programming focuses on building loving relationships and communities of radical acceptance. Find us at www.wanakee.org or on most social media outlets @wanakeenh.