



# Beckwith

**Organization:** Beckwith Camp and Conference Center

**Location:** The Episcopal Diocese of the Central Gulf Coast - Fairhope, AL

**Job Title:** Director of Programs and Hospitality

**Beginning Compensation:** \$38,000+

**Onsite Housing:** Provided

**Position Purpose:** To further the mission of Beckwith through the development and management of summer camp and other programs, providing “Holy/Whole” Hospitality, assisting in front office and group check-ins, coordinating guest services, and helping with general day-to-day operations. This person will work with Beckwith staff to ensure safe and enriching summer camp, youth events, and adult programs and experiences.

Participate as a member of the Beckwith leadership team to meet the needs of campers and guests in accordance with the Beckwith mission. Actively participate as a member of the Beckwith leadership team to meet and exceed goals and objectives set by the team. Maintain clear and positive written and verbal communication with all staff. Work closely with staff to ensure good stewardship of all resources. Assist with special projects as needed and other duties as assigned by the Director of Operations

**Desired Qualifications:**

- At least 25 years of age
- Bachelor’s degree—or equivalent experience
- 2 + years supervisory and camp ministry experience
- Challenge Course/Ropes Course experience - or willingness to be trained
- Experience designing and implementing programs
- Creative problem solving is essential, especially in stressful situations.
- The capacity to learn and understand Camp Wise - the reservation and camp computer software package.

**Job Duties:**

- **Program Director**
  - Provide a healthy and enriching Episcopal experience for summer campers
  - Hire, supervise and evaluate summer camp leadership team members and staff
  - Provide consistent and on-going feedback, support and guidance of summer camp staff
  - Plan, prepare and execute staff training
  - Provide oversight and management of counselors and campers
  - Learn Camp Wise for camp registration and reporting
  - Create, execute, and distribute marketing materials for all camps, programs, and special events. Assist in the updates and development of the camp website, social media sites and e-newsletters
  - Coordinate and manage challenge course bookings, and communication with groups
  - Challenge Course management includes: general facilitation, training facilitators, program development, equipment inventory and storage, marketing and growth

- **Hospitality/Guest Services**
  - Assist the Director of Operations in all aspects of hospitality
  - Coordinate guest services with Reservations and the Director of Operations as a Guest Services and Nights/Weekend on call staff
  - Work with Director of Operations to monitor lodging and conference room setups to ensure compliance with guest wishes and Beckwith standards
  - Coordinate with the Director of Operations to prepare facilities for guest use; special attention to detail and timely completion of set ups.
  - Share nights/weekend hosting responsibilities with other on-site staff

### Workplace Environment

Beckwith is not a Monday – Friday 8:00 am – 5:00 pm center – the position will require working nights, weekends, and some holidays.

The Director of Programs and Hospitality will live on-site to assist in hosting groups during the week and on weekends. On-site housing is a renovated 3-bedroom/2-bathroom private home.

The Director of Programs and Hospitality, as is the case for all year-round staff, should also be willing to participate in the “behind the scenes” facets of Beckwith life as needed, including, but not limited to: assisting with meal preparation/clean-up in the kitchen, housekeeping, office administration tasks.

This job may require long work hours, and the employee must be physically fit and able to move easily around the Beckwith campus. A valid driver’s license and clean criminal record required.

***Physical Aspects of the Position:*** Ability to communicate and work with and provide necessary instruction to guests and staff. Ability to observe staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate management techniques. Must be able to lift 50 pounds.

### ***Overall Description of the Center***

Beckwith is the spiritual center of the Episcopal Diocese of the Central Gulf Coast, the hub of Diocesan youth ministry and reaches out to the wider religious, educational, and environmental community with quality facilities, resources, and programming. It is the goal of Beckwith to provide hospitality for retreats, conferences, and other gatherings for the people of the diocese, other churches, and non-profit groups. Our goal is to provide these services in a personal and relaxed but efficient way that enables guests to reach their goals for spiritual, personal, and organizational growth.

Working at Beckwith is service oriented, and doing our jobs successfully is based on teamwork. Because of the wide-ranging nature of the tasks involved in caring for our guests and facilities, it may be necessary to perform tasks outside our usual line of work. For example: when on duty in the kitchen a guest may come in and ask where sports equipment is found; an office worker may be called to help when a guest finds a broken water valve; a maintenance worker may need to help in the kitchen when a group suddenly has increased in numbers, or a cook must leave due to illness. The flexibility to help in such a situation to support the overall goals of Beckwith and get the job done is a requirement of working at Beckwith.