



# Lutherans Outdoors in South Dakota

## Year Round Position Description

### Outlaw Ranch Camp Director



#### OUR MISSION

Lutherans Outdoors in South Dakota (LOSD) welcomes all to explore and experience Christ's love in community and creation.

#### OUR CORE VALUES

We promise to:

- Explore Faith
- Welcome All
- Build Leaders
- Care for ALL Creation
- Nurture Community In the Hills

#### OUR VISION

To be your first choice for dynamic and innovative Christ-centered ministry experiences:  
In the Hills, On the Prairie, At the Water.

#### POSITION OVERVIEW

The Outlaw Ranch Camp Director furthers the mission and core values of Lutherans Outdoors in South Dakota by providing outstanding ministry experiences at Outlaw through exceptional leadership, innovative program development, and fostering of relational Christ-centered community.

**EXEMPT POSITION:** May often require more than 40 hours per week, including weekends and evenings, and will involve frequent travel.

**REPORTS TO:** The Outlaw Ranch Camp Director is directly responsible to the Executive Director.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

##### Administration

35%

1. Oversee the day-to-day operations and programming at Outlaw Ranch.
2. To set the tone for holding Christian leadership and faith formation as core values of Outlaw Ranch.
3. To serve as an example of spiritual direction and leadership in the camp community.
4. Provide oversight for all financial functions; Deposits, Invoice approval, purchasing guidance. Following the stated practices of the LO Financial Policy & Procedures Manual
5. Assist in the development of future operating budgets in conjunction with the Executive Director.
6. Administer the day-to-day execution of the board approved operating budget for Outlaw Ranch.
7. Be an active leader in Financial Development through coordination of fund and friend raising events including planning, volunteer recruitment, and event leadership.

8. Be the leader in assuring adherence to all state, local and ACA, safety, licensing, and accreditations.
9. Communicate bi-weekly payroll information for the administrative office.
10. May be asked by the Board of Directors to share input related to visioning, planning and site development.
11. Attend various conferences, retreats, and other Outdoor Ministry opportunities for the purpose of training and growth.
12. Seek to partner with other LOSD sites and the administrative offices to live out an understanding of Outlaw Ranch being a piece of a larger ministry.

### **Facility Management**

**10%**

1. To work in close partnership with the Facility Manager in setting facility goals and future planning
2. To supervise the work of the Facility Manager providing priorities, time lines, and setting a vision for future site improvements.
3. Partner with all staff in holding health and safety concerns as a priority for the site in serving guests
4. Prepare and maintain an inventory of equipment, develop a facility maintenance schedule; setting priority needs for coming years.
5. Work with the Facility Manager to meet daily facility needs as needed.
6. Oversee volunteer coordination for various projects at camp; workdays/volunteer days on-site; assist facilities, kitchen, and housekeeping staff in volunteer recruitment efforts.
7. Share resources of time, labor and assets with all sites within the LOSD umbrella.

### **Staff Supervision**

**20%**

1. Set goals for all staff under your supervision
2. Hold regular (minimum bi-weekly) staff meetings to keep all staff informed of coming events, special needs and concerns.
3. Monitor the work of all staff seeking to raise the level of efficiency and positive guest impact in each co-worker.
4. Conduct an annual review of each year-round employee.
5. Work directly with the Program Director in planning, recruiting, training, evaluating, and leading summer camp programming.
6. Oversee all programmed and hosted retreating to maintain quality and to ensure integrity of the LOSD Mission Statement and Core Values.
7. Play an active role in recruiting, training, and supporting volunteers.
8. Work to ensure opportunities for spiritual and emotional renewal for all staff.
9. Work in partnership with all LOSD sites in meeting current and future staffing needs.

### **Communications**

**20%**

1. Attend and report at LOSD Director Meetings, or any meetings called by the executive director

2. To work in partnership with the LOSD board, committees, or task groups in meeting organizational goals.
3. Work to learn the current registration software in conjunction with the Administrative Office Registrar.
4. In partnership with the LO Marketing Director, oversee all areas of Outlaw's social media presence, and traditional marketing, including event promotion, announcements, summer program and retreat program photography, online-fundraising through social media venues, and parent communications.
5. Promote strong community visibility, intentionally planning for outreach presentations throughout the year in churches and community organizations.
6. Oversee contract and policy needs as they pertain to all guests, summer, programmed retreats and hosted retreats.
7. Be the primary Outlaw Ranch voice; prepare all official communications.
8. Ensure that on-going evaluation is conducted with guests relating to programming and facilities.
9. Keep an open and honest line of communication with the LOSD office and executive director.

## **Outreach**

**15%**

1. Connect with the community at large, neighbors, congregations and individuals.
2. Building new income sources; Speaking to community leaders, schools, business leaders, etc.
  - a. This involves initiating some new relationships – *going to* potential users.
3. Maintaining a positive relationship with congregations by listening to their needs.
4. Seeking to reach out beyond our traditional support base to welcome guests.
5. Offering a welcoming and inviting place for all to experience the Spirit of God.
6. Reaching out to fellow staff in times of need, challenge and celebration throughout the LOSD network.

## **Self-Care**

1. Take time to care for one's personal spiritual, emotional, physical health, modeling "Care for ALL Creation" in the form of self-care, staff care and guest care.

## **OTHER INFORMATION**

### **WHAT IT TAKES TO BE SUCCESSFUL IN THIS ROLE:**

#### **Hospitality Ministry**

- A desire to go above and beyond for all guests, campers, customers, volunteers, and co-workers through actions, kindness, generosity, and integrity.
- Conduct daily responsibilities with an 'absolutely' approach to meeting others' needs.

#### **Culture & Attitude**

- To advocate for and support the goals of LOSD, to hold up each individual site and their staff as partners in ministry.
- Approach responsibilities with enthusiasm, positivity, and energy.
- Show respect, support, and appreciation for co-workers and Lutherans Outdoors.
- We, as an LO team, celebrate our successes and take responsibility for our mistakes.

#### **Servant Leadership**

- Genuine interest and action in helping others before yourself regardless of recognition.
- Arrive to work each day understanding that your role is a 'calling' and not a 'job'.

#### **Desire to Grow**

- Eagerness to listen, learn, and accept critical feedback for improvement.
- Ability to adapt to change.
- A drive and desire to improve 1% every day in your professional role.

#### **Professionalism**

- To present yourself in appearance and communications as an outdoor ministry professional.
- Greet guests with eye contact and a smile and a genuine 'Thank You'.
- Arrive prepared and on-time for work and meetings.
- Have a sense of pride and ownership in responsibilities and meet necessary deadlines.

### **WORKINGS SPACES:**

- The primary office of the Outlaw Ranch Camp Director is located in the office complex on site.

### **TYPICAL WORK WEEK & COMPENSATION**

- This position is a Full-Time, Salaried, Leadership Position within the organization.
- The position averages a minimum of 40 hours with peak season weeks averaging 60+ hours.

### **EMPLOYMENT BENEFITS**

- Health, Dental, Life Insurance through Portico Silver + Benefits Package
- 6% Employer Contribution to 403(b) Retirement Plan
- Company Vehicle for Required Travel

- Holidays, Vacation, Sick Leave, Bereavement Leave
- Continuing Education Stipend and Time

#### **PREVIOUS EXPERIENCE/MANDATORY PRACTICES/ESSENTIAL QUALIFICATIONS:**

- Sound understanding of Lutheran theology; supportive of the philosophy, the mission and core values of Lutherans Outdoors in South Dakota.
- At least 21 years of age; college degree preferred.
- At least 3 seasons of previous camp management experience.
- Proven ability to lead individuals and small and large groups.
- Ability to exercise responsible and independent judgment.
- Proven verbal and written communication skills.
- Self-motivated and able to work independently.
- Willingness to work in collaboration with a site team, along with LO staff in other locations, as part of an open, flexible, and creative atmosphere.
- Physical stamina, emotional stability, positive outlook, and a servant attitude.
- Hold a valid driver's license and possess a safe driving record.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

Lutherans Outdoors in South Dakota is an equal employment opportunity employer, providing equal employment opportunities to all employees and applicants regardless of age, color, national origin, citizenship status, disability status, race, religion, creed, gender, sex, sexual orientation, gender identity or expression, genetic information, marital status, status with regard to public assistance, protected veteran status, and any other characteristic protected by federal, state, or local laws. Lutherans Outdoors in South Dakota will provide reasonable accommodations for qualified individuals when appropriate.

#### **LUTHERANS OUTDOORS IMPACT**

Lutherans Outdoors provides opportunities for people of all ages and abilities to connect with one another. These connections allow each person to explore and play in a nurturing environment, which leads to a stronger faith foundation, discovering personal gifts, developing new skills, and build life-long relationships. LO is dedicated to quality faith experiences and hospitality for youth and adults and has been for more than 50 years.