

CAMP WAR EAGLE

GROUPS AND RETREATS DIRECTOR

COMMUNITY ENGAGEMENT ASSISTANT COORDINATOR

JOB DESCRIPTION

The Amazing Camp War Eagle Retreats director and community engagement assistant director is an integral part of camp and is a position designed for one who can coordinate off season programming, rental retreats, and promote Camp War Eagle Groups & Retreats to likeminded businesses, organizations, and other community groups in accordance with the mission and vision of Camp War Eagle. This position will also be focused on assisting the community engagement team with relationships in the community, partnering with local organizations to recruit campers for camp, and helping with camper recruiting events.

Qualifications & Experience

- Must be at least 21 years old
- Prior experience with Camp War Eagle is preferred but not required.
- Prior experience working and running retreats preferred but not required.
- People management experience preferred but not required.
- Associate or bachelor's degree preferred but not required. Equivalent work experience is acceptable.

Responsibilities

The Retreats director/community engagement assistant director duties include, but are not limited to the following:

- Recruiting, marketing, and developing the Retreat program for Camp War Eagle.
- Schedule retreats with potential groups and conduct camp tours when necessary.
- Recruiting, marketing, training, and managing staff for the Retreats program.
- Coordinate details of retreats with scheduled rental groups. For example: complete contracts and paperwork, sending invoices, establish group numbers, costs, programming needs, dietary needs, set ups, etc.
- Oversee cleanliness and sanitation of retreat service areas (in cooperation with the Facility Manager), including dining and lodging areas, shower facility, recreation equipment, and grounds keeping.
- Coordinate details of retreats with different departments of Camp War Eagle (ie: maintenance, chow hall, admin, community engagements, etc....)
- Maintain a working knowledge of quality retreat industry standards as well as ACA standards and ensure that appropriate standards are being upheld by Camp War Eagle retreat services.
- Assisting community engagement team with communication, marketing and partnerships in the NWA community.
- School and town events (Parent Teacher Conferences, Parades, festivals, etc)
- Assisting community engagement with its camper recruiting efforts.
- Assisting summer program through Overnight or Day Camp responsibilities.
- Other duties as assigned.

Qualifications & Experience

- Able to lift a 50-pound box
- Able to model Christ-like love to campers and staff
- Able to perform necessary CPR functions
- Able to obtain and maintain specific certifications
- Able to operate MS based information systems as well as Adobe Software

