

**DIOCESE OF BIRMINGHAM IN ALABAMA**  
**Chancery**

<b>Position Title</b>	<i>Director</i>
<b>Office</b>	<i>Camp Tekakwitha</i>
<b>Immediate Supervisor</b>	<i>Moderator of the Curia</i>
<b>Position Status</b>	<i>Exempt, Part-time Regular, Benefits In-eligible</i>
<b>(Regular) Work Schedule</b>	<i>Approximately 28 hours/week</i>

**Position Summary:**

The Director of Camp Tekakwitha is responsible for the day-to-day operation of the camp. This includes development, promotion, and use of camp facilities.

The person in this position must be a team player who shares and participates in the vision and goals of the Bishop and of the diocese, while following all diocesan policies, procedures, and regulations.

**Essential Functions:**

- Responsible for maintaining the camp reservation schedule, including all aspects of the reservation process.
- Responsible for all marketing and promotional aspects of the camp; this includes the creation of digital and print marketing materials, maintenance of the camp website, promotion of the camp leading to increased reservations, provide tours to interested groups (as requested).
- Ensure the proper functioning of all camp operations.
- Manage all aspects of the camp budget.
- Manage all camp business records, as established by the Diocese of Birmingham, including collection of and accounting for all fees (in conjunction with the diocesan Finance Office), check requests/approvals, reservation records, etc.
- Serve as Sacristan for Kateri Chapel, maintaining appropriate Catholic liturgical standards.
- Coordinate training and contract services of Camp Rangers.
- Work with Camp Rangers to ensure all facilities are prepared and maintained throughout each event.
- In conjunction with the Maintenance Technician, ensure all camp maintenance items are handled appropriately and timely.
- Be knowledgeable of and enforce all policies/procedures related to health and safety, diocesan child and youth protection, use of equipment, and operation of facilities.
- Ensure Camp Tekakwitha meets and complies with any applicable local and state standards, licenses, permits, and other requirements of a church-owned camp.
- Maintain harmonious relationships with adjoining landowners and neighboring community.

### Required Knowledge, Skills, and Abilities:

- High school diploma or equivalent; facilities management experience is preferred.
- At least three years related work experience
- Willingness to be trained in CPR and Lifeguarding.
- Knowledge and practical use of current computer system(s), including but not limited to Word, Excel, Outlook, etc.
- Must be a practicing Catholic in good standing.
- Self-starter, highly motivated, strong work ethic, takes initiative, hands-on, works effectively with limited administrative support; ability to see all tasks and/or projects to completion.
- Timely and thorough in performing all assigned tasks and responsibilities
- Must possess the ability to communicate clearly, and the ability to interact with the many different persons who will be in contact with the position, including but not limited to clergy, religious, camp guests, etc.
- Maintains up-to-date personal certification for the diocesan Child & Youth Protection program.

### Job Conditions / Physical Demands:

*(The following are representative of the physical capabilities that must be met by an employee and the working conditions that any employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- While performing the duties of this job, employee is frequently required to sit, ambulate, talk and hear, and occasionally to stand.
- Specific seeing abilities include close vision, depth perception, and ability to adjust focus.
- Must be able to push, pull, lift, and carry items up to 30 pounds.
- Must possess reliable transportation.
- Must possess a valid Alabama driver's license (and a safe driving record) as well as appropriate vehicle insurance.
- Work is performed in both an office and outdoor setting, which may include exposure to hazards and weather extremes.
- May be called upon to work beyond the regular work schedule on weekends, evenings, or holidays.

***I understand that the above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Persons with disabilities may receive reasonable accommodations for performing the essential duties. Duties and responsibilities are subject to change as the needs and requirements of the office change, as determined by the Immediate Supervisor, in consultation with the Moderator of the Curia and Director of Human Resources.***

*Camp Tekakwitha, a ministry of the Diocese of Birmingham, is located in Saint Clair County, Alabama on 120 acres of hills. Facilities include a chapel, bunk houses, seven-acre lake, walking trails, lodge, and pool. The camp is a place of retreat, designed for like-minded youth groups, and church organizations.*