



EPISCOPAL DIOCESE *of West Texas*
CAMPS + CONFERENCES

Duncan Park Director
Job Description

Purpose: To serve as the Director of Duncan Park, overseeing all operations including site facilities, staff and programs.

Accountability: The Duncan Park Director is accountable to the Director of Camps and Conferences for the Diocese.

Responsibilities:

- Design, plan, coordinate, lead and oversee Duncan Park programs including but not limited to resident summer camp, backpacking trips and retreats.
- Recruit, train, supervise and evaluate Duncan Park camp staff and volunteers.
- Provide for an atmosphere of Christian hospitality, actively hosting groups.
- Help prepare all facilities ensuring that they are inviting and welcoming before guests arrive.
- Help implement and carry out a system for regular maintenance and upkeep of Duncan Park buildings and grounds.
- Monitor site operating systems including electricity, water, and propane, ensuring they are functioning properly.
- Help schedule routine maintenance and vendor contracts on equipment and services including trash removal, recycling, septic, water, etc. for Duncan Park.
- Oversee and help coordinate Duncan Park food service for guests.
- Oversee the purchase, use, and care of all housekeeping, program, maintenance equipment, and supplies.
- Coordinate linen and laundry service.
- Help develop, manage and work within approved budget.
- Supply financial records, receipts and other documents to the diocese as needed or requested.
- Keep track of and report staff hours in as scheduled to the Diocese.
- Help oversee, coordinate and carry out Duncan Park administrative duties including reservations, camp registrations and travel.
- Prepare all compliance documents and perform all duties in a strictly enforced regulatory environment, meeting all local, state, and federal guidelines and ACA Standards.
- Help organize, plan and lead Duncan Park committee meetings.
- Participate in meetings / conferences / workshops as requested
- Live on site at Duncan Park May - October.

- Other duties as needed or assigned.

Skills Required

- Prior experience with similar facilities or jobs
- Christian servant leadership
- Communication strength
- Enthusiastic and welcoming personality
- Collaboration ability
- Interpersonal skills
- Supportive and strategic thinker
- Self-starter and planner
- Organization of plans and communications
- Time management and follow-through for self and others
- Friendly and professional demeanor

Work Environment

- Full-time position
- Excellent benefits
- Seasonal on-site housing at Duncan Park.
- Vehicle provided for seasonal camp work
- Various participants and wide variety of groups, camps, and retreats
- Computer and phone use for extended periods
- Extensive walking and standing
- Lighting natural and florescent
- Physical lifting of 50 pounds or less
- Days, evenings, nights and weekends are part of the work day
- Work day may often be split with morning duties and evening duties
- Occasional travel for meetings, workshops and events.

Salary and Benefits

Annual Salary	TBD (paid twice a month)
Vacation	4 weeks annually
Pension	9% of salary contribution
Sick Leave	10 days annually
Medical, Dental, Vision Insurance	Provided with 10% cost sharing
Life Insurance	\$25,000
Personal Holidays	3 days
DWTX Holidays+	9 days*

(New Year's, MLK, Good Friday, Easter Monday, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day)

* Due to the seasonality and scheduling of conferences, camps, and events, if employee is unable to take the actual Holiday then the time for the Holiday will be given within the same pay period of the Holiday if possible, not affecting the need of the facility at the time of the scheduled day.