

# Position Description

## Site Director

### Big Bear Conference Center or Rancho La Scherpa Conference Center

**Title:** Site Director, Rancho La Scherpa Conference Center or Big Bear Lake Conference Center.

**Mission:** Presbyterian Camp and Conference Centers, Inc. exists to minister to all people by providing special places, set apart from daily life, that offer experiences for persons to encounter God through Jesus Christ and to live transformed by the power of the Holy Spirit.

**Purpose of Position:** To partner with the PCCCI President in giving spiritual leadership, pastoral care, administrative oversight and organizational direction to the ministry of RLS/BB.

**Accountability:** Both positions are accountable to the PCCCI President.

#### Responsibilities:

1. Responsible for oversight of the facilities and operations (Buildings & Grounds, Housekeeping, and Food Services).
2. Responsible for the safety, security and service of all camp guests.
3. Act as immediate supervisor to all site staff.
4. Provide spiritual and managerial leadership, training and evaluation to all site staff.
5. Make recommendations to the PCCCI President concerning employment, suspension and dismissal of site staff.
6. Give oversight to Buildings & Grounds, Housekeeping and Food Services in the areas of scheduling, safety and compliance with governmental agencies.
7. In partnership with the PCCCI President and Administrator, create and manage an annual budget, establish standards and procedures, and set annual goals and objectives.
8. In partnership with the PCCCI President and Administrator, maintain the financial integrity, standards and procedures of PCCCI, as they apply to the RLS/BB Site.
9. In partnership with the PCCCI President and Administrator, work in compliance with all PCCCI policies and procedures as they apply to the RLS/BB Site.
10. Work with the PCCCI Corporate Registrar in compliance with PCCCI registration procedures so that Guests are registered in an efficient manner.

11. Work in conjunction with the President and other PCCCI employees, to fill all vacancies in the RLS/BB guest calendar.
12. Act as an advisor to the PCCCI President in developing corporate policies, mission, and future expansion of the RLS/BB facilities.
13. In partnership with the PCCCI President, interpret and promote the PCCCI ministry to guests, churches, and local community.

**Evaluation:** Annual evaluations will be performed by the PCCCI President.

**Environment:** The above assigned responsibilities shall be carried out both on the conference center grounds and in the field where potential guests will be visited.

### **Expected Results:**

1. Guests will experience an environment which promotes spiritual transformation. This includes but is not limited to: encountering friendly and helpful staff; provision of meals which are well-prepared, and on time; provision of clean and hospitable rooms; and provision of buildings and grounds which are safe and well-maintained.
2. Staff will experience a working environment which is physically, emotionally and spiritually healthy. Creating this environment includes but is not limited to modeling Godly leadership and a dedication to ministry and servanthood.
3. Rancho La Scherpa will be financially viable.
4. That God would be glorified.

### **Compensation:**

Salary and housing are negotiable depending on experience and skill level. Compensation at Rancho La Scherpa includes housing (two bedroom two bath home) on the Rancho La Scherpa grounds. Compensation at Big Bear Lake does not include housing.