

Camp Ondessonk Adventure & Groups Services Director

Job Description

IDENTIFYING INFORMATION:

Title: Adventure & Group Services Director, Camp Ondessonk, Ozark, IL

Status: Full-time, permanent, exempt.

Department: Outdoor Ministry, Diocese of Belleville, IL

Reports to: Camping Services Director

Direct Reports: St. Noel Care Taker, Summer Adventure Staff

Compensation: \$32,000-\$38,000 per year, benefits package, on-site housing, and some meals

Camp Ondessonk has proudly served summer campers since 1959 and outdoor education students since 1988. Ondessonk's 983 acres are adjacent to thousands more acres of the Shawnee National Forest. Our summer camp programs provide experiences that encourage young people to have fun, grow spiritually, make friends, gain self-confidence and self-esteem, and develop values. Camp Ondessonk offers programs to many different groups throughout the year. During the fall, winter, and spring we offer outdoor education programs to school and youth groups, teambuilding, high and low challenge courses, conference and retreat facilities, and a variety of specialty weekends, volunteer work weekends, and open houses. Camp Ondessonk is owned and operated by the Catholic Diocese of Belleville, IL and people of all faiths are welcome to enjoy Camp Ondessonk.

Our Mission and Vision: The Mission of Camp Ondessonk is to provide exceptional outdoor and spiritual adventures empowering kids of all ages. Our Vision, inspired by our Catholic tradition and commitment to the growth of people and faith, is to operate a world class camp in a spectacular natural environment, inspire leadership, self-confidence and lifelong learning, and promote stewardship and appreciation of God's gifts.

PRIMARY RESPONSIBILITIES:

School Year- From August through May, the Adventure & Group Services Director supports the Outdoor Education program through:

- Creating and updating reservation forms to reflect current offerings and appropriate price modifications
- Serving as a liaison between guests, staff, and other administrators before groups arrive on site
- Coordinating the booking calendars
- Manage and develop program partnerships that align with camp's mission and the direction of the Camping Services Director, as well as act as on-site contact/ facilitator for programs with those partners
- Acting as on-call senior staff during open camping weekends
- Producing schedules for large events, guest stays, and weekend camping programs and lodging
- Assisting other administrators in the planning and execution of specialty weekend events and programs
- Organizing the summer camp promotional campaign through the winter with the Program Director
- Assisting the Sr. Director of Communications in producing materials for recreations and facility rentals
- Inspection and maintenance guest facilities on a monthly basis during periods of high use (units, activity buildings, tent sites, and other rentable facilities with the exceptions of St. Noel and Fournie Lodge).
- Overseeing the Housekeeping operation of St. Noel Conference Center and The Fournie Lodge through scheduling of housekeepers based on the guest schedule and ensuring high cleanliness standards are kept
- Work with Food Services Director to order and maintain an inventory of all cleaning supplies for sanitation needs around Camp Ondessonk, including but not limited to Dining Hall, Bathrooms, Shower Facilities, and St. Noel Conference Center
- Ensuring a high cleanliness standard is kept in all shower facilities, and bathrooms around Camp Ondessonk by completing inspections on a weekly basis
- Provide logistical support for school groups during the week as needed.

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Summer- From late May through the end of Summer Camp, the Adventure & Group Services Director supports the Summer Camp program through:

- Providing sound leadership, and supervision for weekend programs including but not limited to: Saturday Early Arrivals, Bussing, and Check-In & Out
- Coordination and leadership of the Teen Adventure Programs
- Implementation of adventure staff training and assisting with all staff training
- Coordinate vehicle needs for the summer

SECONDARY RESPONSIBILITIES:

- Assist in recruiting, hiring, training, supervising, and evaluating OE Instructors and Summer Camp Staff
- Assist in design, implementation, and evaluation of outdoor ed, spiritual retreats, and other programs
- Promotion and development of both the outdoor education and summer camp programs
- Serve as a program facilitator and provide logistical support for staff and groups during busy times
- Serve as on-duty administrator during occasional nights and weekends

QUALIFICATIONS AND REQUIREMENTS:

Required:

- Bachelor's degree in recreation, hospitality, outdoor education, experiential education, environmental education, adventure education or related field
- Minimum twenty-five (25) years of age
- Valid state driver's license
- First Aid/ CPR/ AED Certification prior to start date
- No less than 1 year of strong, documented experience programming outdoor education, environmental education, adventure and challenge course programming, and organized camping
- Positive attitude, professional demeanor, open mind, and a good heart
- Solid work ethic, sense of professional ownership, and strong organizational skills
- Flexibility, adaptability, and desire to foster a sense of community with the staff
- Strong communication, servant leadership, and customer service skills
- Marketing and promotional background

Preferred:

- Master's degree in recreation, hospitality, outdoor education, experiential education, environmental education, adventure education or related field
- Experience leading hikes, facilitating team building activities, ground-based initiatives, low and high challenge courses, canoe/kayaking, horseback riding
- Certifications: Lifeguard, WFR, ACCT, AMGA, CHA, etc.
- Professional memberships in: AEE, ACA, WEA, ACCT, etc.

Benefits: Camp Ondessonk provides on-site housing, employee subsidized health insurance, dental/vision plan option, and retirement package. Meals are provided when groups are on-site. Employment qualifies for numerous pro-deals on outdoor gear. Employees have access to Camp's 983 acres and adjacent Shawnee National Forest with many opportunities for hiking, backpacking, rock climbing, canoeing, among others. Full or partial compensation for conference attendance, certifications, and professional memberships.

TO APPLY PLEASE EMAIL YOUR RESUME, COVER LETTER, and 3 REFERENCES TO NOLAN at nolan.hurst@ondessonk.com

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