

# Camp Blue Diamond Executive Director



# Mission

Camp Blue Diamond is a 238-acre Christian retreat center, summer camp, and family campground nestled within the Rothrock State Forest near Petersburg, PA.

The mission of Camp Blue Diamond is to encourage discipleship of Jesus Christ and to facilitate growth and healing in each person's relationship with God, others, themselves, and the created world through providing summer camp and retreats for the children, youth, and adults of Middle PA District Church of the Brethren, and providing rental facilities to other organizations and Christian churches.

## Affiliations and Accreditation

Camp Blue Diamond is affiliated with the 55 congregations of the Middle PA District Church of the Brethren. As a Church of the Brethren camp we believe that Jesus is the Son of God, the Holy Spirit is God's presence in the world today, baptism must be a conscious choice made by the believer, and that believers should practice social justice, simple living, peaceful nonresistance, and the teachings of Jesus. CBD is a member of the Church of the Brethren's Outdoor Ministries Association (OMA).

Camp Blue Diamond is also affiliated with the American Baptist Churches of the Centre Association of American Baptist Churches of Pennsylvania and Delaware (ABCOPAD).

Camp Blue Diamond is proud to be accredited by the American Camp Association. Developed exclusively for the camp industry, this nationally recognized program focuses on program quality, leadership training, and health and safety issues. As an accredited member, we are required to review every facet of our operation including hiring procedures, counselor training, emergency plans, healthcare procedures, and a host of program policies.



Camp Blue Diamond has voluntarily submitted to this independent appraisal done by camp experts and has earned this mark of distinction. Only about 1/4 of all children's camps in the US meet ACA's accreditation standards.

Additional information is available at [www.campbluediamond.org](http://www.campbluediamond.org).



# Summer Camp

The mission of Camp Blue Diamond is to encourage discipleship of Jesus Christ and to facilitate growth and healing in each person's relationship with God, others, themselves, and the created world. During summer camp, this mission is accomplished as approximately 450 children and youth experience God in a variety of settings, including daily Bible discovery, vespers, group building activities, campfire, music, nature, crafts, swimming, canoeing, adventure activities, recreation, and living together in a Christ-centered community.

The curriculum is based on scripture—age appropriate, geared to an outdoor setting, respectful of God's creation, and adaptable to a variety of learning styles. However, the opportunity to experience God is a part of everything we do as we keep Christ at the center of all programming and relationships within the community.

Camp provides an opportunity to get away. It's a place where campers, old and young alike, are free to explore, run, laugh, play, make friends, and experience God in new ways. The summer program is primarily based on small group cabin units combined with large group activities. Children and adults have many sessions from which to choose:

- ◆ Kiddie Camps (ages 5-7 + adult)
- ◆ Tenderfoot Camp (grades 1-2)
- ◆ Pioneer Camp (grades 2-4)
- ◆ Junior Camps (grades 3-5)
- ◆ Junior Adventure (grades 4-5)
- ◆ Cooking Camp (grades 5-6)
- ◆ Caving Camp (grades 5-7)
- ◆ Creative Arts Camp (grades 5-8)
- ◆ Jr. High Camps (grades 6-8)
- ◆ Youghiogheny Adventure (grades 7-9)
- ◆ Counselor In Training Camp (grades 9-11)
- ◆ Outdoor Living Skills Camp (grades 8-12)
- ◆ Youth Camp (grades 8-12)
- ◆ Family Camp (all ages)

We believe that a church camp experience will positively impact a child's life and we are committed to providing a program that respects the rights and dignity of all.



## Retreats and Gatherings

Camp Blue Diamond provides programming for a variety of retreats and gatherings for children, youth, and adults:

- ♦ Junior Retreat
- ♦ Junior High Retreat
- ♦ Youth Retreat (co-host: Middle PA District)
- ♦ Spring Camp Work Day
- ♦ Father/Son Retreat
- ♦ Quilt & Craft Camp
- ♦ Senior Adult Day

## Group Rentals

Camp Blue Diamond is a beautiful setting for groups of any size to gather for retreats, meetings, picnics, worship, and more. The Retreat Center consists of the Main Lodge, Hemlock Lodge, the Ouch House, and the 10 surrounding, winterized summer camp cabins. This area is available year-round to rental groups except during the summer camp season: June through early August.

The Rising Sun and Lakeside cabins, Camp's "Beach Houses in the Woods" are ideal for smaller groups and families. Both cabins have 3 bedrooms (sleeps up to 15), a living/dining room, kitchen, 2 bathrooms, a loft, central AC and heat, and TV/DVD.

Lakeside and Campground Pavilions are available for picnics from May through September. Each pavilion has picnic tables for 100, and the Lakeside Pavilion has a worship amphitheater nearby.



## Fundraising Events

Several fundraising events are held each year in support of the ministries of Camp Blue Diamond. Heritage Fair, a fall festival featuring homemade foods, crafts, activities, auctions, and a Brethren Heritage Center, has been held at Camp for 40 years. The Brethren Open Golf Tournament has been co-hosted by Camp and the Middle PA District every August for more than 25 years.

Camp hosts Annual Fundraising Dinners each spring. The program includes a family-style meal, live entertainment, and staff updates. In recent years, Camp has also hosted a fundraising day at several steakhouses within the Middle PA District.



## Family Campground

Camp Blue Diamond operates an RV, Trailer, and Tent Campground with 46 trailer and tent sites and a primitive cabin. All sites include a table, fire ring, and water. Both 30 and 50 amp service is available as well as sewage. Washhouses offer toilets, sinks and showers. A dump station, dumpster, firewood and ice are also available. Smoking, vaping, alcohol are not allowed. Pets on leashes are permitted.

The Campground has a family-oriented, quiet atmosphere. It is a great place to relax, enjoy nature and have family time. A Wi-Fi hotspot is available in the campground parking lot. The lake and sandy beach are open to guests for swimming and canoeing. Hiking, a small ball court, beach volleyball, biking, and fishing are available. The Campground is open to guests from May 15 through October 31.



## Shaver's Creek Outdoor School

Camp Blue Diamond is a beautiful setting for learning about the environment and what needs to be done to protect it for future generations. During the year, Penn State's Shaver's Creek Environmental Center and Camp Blue Diamond host twelve weeks of Fall and Spring Outdoor School.

Fifth grade classes from Huntingdon County, Mifflin County and various other PA schools take part in the Shaver's Creek program. During their stay at Camp, students learn about Pennsylvania wildlife, how early settlers lived, and what can be done to protect the environment.

During Outdoor School, Camp Blue Diamond staff provides food service, facilities, and maintenance. Shaver's Creek Outdoor School staff provide programming, leadership, and counselors.



## Upon This Firm Foundation

In 2016, Camp Blue Diamond launched the 'Upon This Firm Foundation' capital campaign with a goal of \$650,000. Four building projects were established in addition to a goal of creating a Reserve for Replacement Fund. As of October 2020, the campaign reached \$690,000 in pledges for the projects and an additional \$52,500 pledged toward the Reserve for Replacement Fund for maintenance and building needs.

- ♦ **Campground Utility Improvements:** New underground electrical and water lines replaced those existing in the Family Campground. Cost was approximately \$140,000. *(Project completed May 2018)*
- ♦ **Office Renovation:** The former Shop Building was renovated to include a reception area, a large workroom, offices for the Executive and Program Directors, and a restroom. Cost was approximately \$50,000. *(Project completed Dec. 2019)*
- ♦ **Family Campground Washhouse:** A new central washhouse with restrooms and showers will replace the two existing smaller ones. Cost for this project will be approximately \$80,000. *(Construction will be complete in 2021)*
- ♦ **Multi-purpose/Recreation Building:** The Multi-purpose Building will have a large single room suitable for rainy day recreation for summer camp, outdoor school, and retreat groups. Other features will include a kitchen, restrooms, and a fireplace large enough for group campfires. It will be located between the Main Lodge and the Nature Center. Other large group activities like the Heritage Fair Auction, District Conference, and dinners could be held in the facility. Cost will be approximately \$350,000. *(Construction anticipated to begin in 2022)*

Watch the campaign video at: <https://www.youtube.com/watch?v=EQEnVbxVKIE>

# Executive Director

Camp Blue Diamond is seeking a gifted and visionary individual with a passion for outdoor ministry to serve as the next Executive Director.

The duties of the Executive Director include but are not limited to: the overall development and operation of the camp and family campground; financial management; promotion and fundraising; coordination of summer camp, retreats, rentals, and other events; hosting of Shaver's Creek Outdoor School; supervision of staff and volunteers. The Executive Director is accountable to the Camp Blue Diamond Board of Directors. A full description can be found in the pages below.

Qualifications include strong skills in administration, organization, communication, hospitality, and leadership, along with a basic knowledge of marketing, program development, computer skills and finance. A Bachelor's Degree is required, along with camp leadership experience. The applicant should be a Christian and a member of the Church of the Brethren or have an appreciation and understanding of Brethren beliefs and values.

This full-time, salaried position includes health benefits, a generous PTO/holiday package, and on-site housing and utilities. Review of applicants will begin on March 1, 2021. It is expected that an appointment will be made in June with an anticipated start date in October 2021.

## How To Apply

To apply, submit letter of interest, resume, and 3 references to David Meadows, Search Committee Chair, at [david.dex.meadows@gmail.com](mailto:david.dex.meadows@gmail.com), or:

David Meadows  
303 Franklin Street  
Hollidaysburg, PA 16648

Questions? Email [david.dex.meadows@gmail.com](mailto:david.dex.meadows@gmail.com) or call 814-599-6017.

*Note: New employees must have an acceptable background check in order for an official offer to be given. More information will be provided to candidates who advance in the interview process.*



# Detailed Job Description

## Administrative Duties

- ◆ In cooperation with Office Administrator, take phone calls, process facility and campground reservations and contracts, process mail, answer emails regularly, welcome office guests
- ◆ Write newsletters (4 or 5 yearly)
- ◆ Oversee photography
- ◆ Designate collecting, sorting, and editing processes for publicity
- ◆ Create and oversee website
- ◆ Communicate with Camp Representatives and congregations regularly
- ◆ Visit at least 10 congregations annually to promote camp

## Supervise Full-time Staff

- ◆ Conduct weekly staff meetings reviewing calendar, assigning cleaning responsibilities and weekend duties, obtaining project updates
- ◆ Plan, lead annual staff retreat and goal setting
- ◆ Conduct annual performance evaluations
- ◆ Encourage personal and professional growth
- ◆ Provide opportunities for community building and relational growth

## Financial Responsibilities

- ◆ Work with Finance Committee to create yearly budget, set rates, oversee fundraisers, and monitor investments
- ◆ Work with Office Administrator to keep abreast of Camp's financial situation
- ◆ Give approval for in-house and credit line borrowing
- ◆ Oversee billing and collection

## Hospitality/Guest Groups (shared responsibilities)

- ◆ Schedule weekend staff coverage to greet guest groups and care for needs
- ◆ Greet volunteers, coordinate provision of snacks and meals

## Kitchen

- ◆ With Foodservice Director, determine equipment needs, purchasing, and replacement
- ◆ Communicate dietary needs of guests with Foodservice staff

## Summer Camp

- ◆ Oversee summer camp registration and process scholarship forms
- ◆ With Program Committee and Program Director, determine summer camp schedule, theme and curriculum, special project, interview and select summer staff
- ◆ Prepare summer staff contracts
- ◆ With Foodservice Director, interview and select summer kitchen staff
- ◆ With Facilities Director, interview and select summer maintenance staff
- ◆ Regularly check in with Program Director
- ◆ Assure that ACA standards are being observed
- ◆ Lead selected sessions during Staff Orientation
- ◆ During summer camp be present at registration, check-in regularly with PD and other staff, greet campers daily, communicate with parents as needed, lend support to PD when difficult situations arise

## Other Program Responsibilities

- ◆ Plan and implement events in coordination with Program Director
- ◆ Lend support as needed for retreats
- ◆ With Program Director, evaluate programs, determine needs for additional programming

## Outdoor School

- ◆ Communicate with director of ODS prior to each season concerning contracts, schedule, numbers, invoices, etc.
- ◆ Assure that full-time staff clearances are current, send verification to director of ODS
- ◆ Menu planning with Foodservice Director
- ◆ Oversee Outdoor School housekeeping
- ◆ Help with cleaning at end of the week

# Description continued...

## American Camp Association

- ◆ Shared responsibilities with Program Director
- ◆ Commit to achieving the highest standard in camping by maintaining accreditation in ACA
- ◆ Attend ACA training and conferences to stay abreast of camping trends and regulations
- ◆ Continuously evaluate and update policies, procedures, written material and staff training in accordance with standards

## Fundraisers

### *Heritage Fair:*

- ◆ Serve as member of Heritage Fair Committee
- ◆ Communicate with congregations using the kitchen
- ◆ Oversee posting of signs the Monday prior, remove signs the Sunday/Monday following
- ◆ Oversee preparations and clean-up

### *Annual Dinner:*

- ◆ In coordination with Finance Committee, secure entertainment and waiters
- ◆ Oversee waiter packets
- ◆ Invite past attendees and Camp Reps
- ◆ With Foodservice Director, determine menu
- ◆ Monitor ticket sales, communicate regularly with waiters, arrange seating order
- ◆ Oversee table set-up, decorations, etc.
- ◆ Greet guests, meet with waiters, facilitate program, thank guests

### *Golf Tournament:*

- ◆ Serve as active member of Golf Committee
- ◆ Attend tournament, greet golfers, provide for needs as called upon

### *Hoss's Event:*

- ◆ Secure date with Hoss's
- ◆ Attend, photography, greet and thank guests
- ◆ Follow-up and report results

### *Capital Campaign:*

- ◆ With Board of Directors determine a timeline
- ◆ Contract and communicate with consultant
- ◆ Work with Capital Campaign committee
- ◆ Communicate progress with district members

## Board of Directors

- ◆ Attend all Board meetings as ex-officio member
- ◆ Prepare agenda (along with Board chair)
- ◆ Send minutes and meeting reminders
- ◆ Communicate regularly with Board concerning needs, concerns, and meaningful ministries
- ◆ Serve on Executive and Finance Committees, attend other sub-committees as needed
- ◆ Provide copies of minutes, agenda, financial reports, etc. as needed
- ◆ Review financial report with Office Admin.
- ◆ Give Executive Director report at each meeting
- ◆ Meet annually with Executive Committee to review staff evaluations and approve salary proposals

## District, Denominational, and Ecumenical Roles

### *District Involvement:*

- ◆ Serve on Heritage Fair and Golf Committees
- ◆ In keeping with Camp/District Covenant, meet regularly with district leadership
- ◆ Serve, as called, to other committees and tasks

### *Annual Meeting at District Conference:*

- ◆ Prepare District Conference booklet (Camp report, summer camp summary, minutes, audit, slate, etc.)
- ◆ In cooperation with District Center, assure that booklet is mailed to delegates 30 days or more prior to District Conference
- ◆ Prepare agenda for Annual Meeting portion of District Conference, assure that moderator, clerk, and involved Camp Board members have information prior to meeting
- ◆ Attend set up display, be available to attendees
- ◆ Present an enthusiastic Camp report during Annual Meeting

### *Denominational Involvement:*

- ◆ Active involvement with Outdoor Ministries Association, pay annual dues, attend annual retreat, support other directors in Church of the Brethren outdoor ministry
- ◆ Be open to serve as called upon

### *Ecumenical Involvement:*

- ◆ Be mindful of opportunities to be involved in ecumenical ministries