

Job Title: El Camino Pines Camp Director**Organization:** Lutheran Retreats, Camps, and Conferences**Reports To:** Executive Director (or appropriate supervisor)**Status:** Full-time**Location:** Camp El Camino Pines**Position Summary**

The Camp Director of Camp El Camino Pines provides overall leadership and management of the camp's operations, staff, programs, and facilities. This role ensures a safe, welcoming, and mission-aligned environment for all guests, including program and rental groups. The Camp Director works closely with LRCC leadership to recruit and support rental groups, oversee site maintenance, and steward the camp's resources in alignment with LRCC's values and goals.

Key Responsibilities**Camp Operations & Leadership**

- Provide on-site leadership and oversight of all camp operations at Camp El Camino Pines
- Supervise, train, and support seasonal and year-round staff, fostering a positive and collaborative work environment
- Ensure compliance with LRCC policies, ACA standards, and applicable regulations
- Serve as the primary on-site point of contact for guests, staff, and visiting groups

Program & Guest Coordination

- Coordinate logistics and scheduling with program groups and rental groups to ensure a high-quality guest experience
- Support program leaders and group coordinators with site needs, setup, and communication
- Address guest concerns promptly and professionally to maintain strong relationships and repeat bookings

Rental Group Recruitment & Support

- Actively recruit new rental groups and cultivate relationships with returning groups

- Collaborate with LRCC staff on marketing, outreach, and scheduling of rentals
- Conduct site tours and communicate camp policies, pricing, and expectations to prospective groups

Facilities & Maintenance Oversight

- Oversee the maintenance, cleanliness, and safety of all camp facilities and grounds
- Supervise maintenance staff and contractors as needed
- Identify facility needs, prioritize repairs, and communicate budget or capital improvement needs to LRCC leadership
- Ensure facilities are prepared for upcoming programs and rentals

Administration & Communication

- Maintain accurate records related to staffing, rentals, maintenance, and incident reporting
- Communicate regularly with LRCC leadership regarding operations, challenges, and opportunities
- Assist with budgeting and resource stewardship for the site

Qualifications

- Bachelor's degree in a related field or equivalent experience (camp management, hospitality, nonprofit leadership, or outdoor ministry preferred)
- Previous experience in camp, retreat, hospitality, or facility management
- Demonstrated leadership and staff supervision experience
- Strong organizational, communication, and problem-solving skills
- Ability to work flexible hours, including evenings and weekends, as required by camp schedules
- Commitment to the mission and values of Lutheran Retreats, Camps & Conferences

Physical & Work Environment Requirements

- Ability to work in an outdoor camp environment
- Ability to walk uneven terrain and perform light physical tasks as needed

- Ability to respond to emergencies and manage physically active settings
- Ability to live and work at 6,200 feet of elevation

Why Work at Camp El Camino Pines

Camp El Camino Pines offers a unique opportunity to lead a vibrant camp community rooted in hospitality, stewardship, and faith-centered service. The Camp Director plays a vital role in creating meaningful experiences for guests while caring for a special place of retreat and renewal.

Compensation & Benefits

- **Salary:** Starting at **\$42,000 per year**, commensurate with experience
- **Housing:** On-site housing provided
- **Additional benefits** offered through LRCC may apply