



Position Announcement:
PROGRAM DIRECTOR

*Galilee Episcopal Camp
and Retreat Center*



Glenbrook, Nevada
39.07° N, 119.94° W

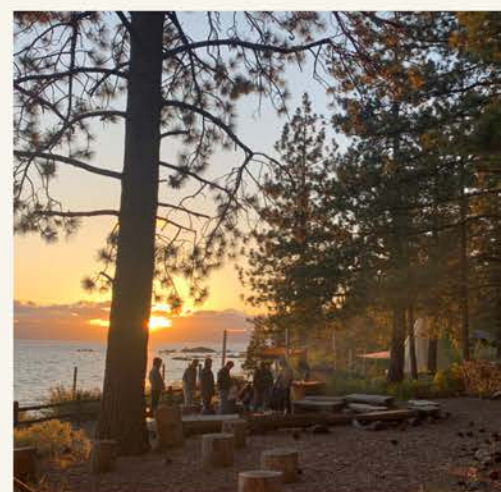


Join Our COMMUNITY

Galilee Episcopal Camp and Retreat Center is located in Glenbrook, NV on the Eastern shore of Lake Tahoe at an elevation of 6,250 feet.

We are hiring a Program Director who will be an integral member of the staff team and will work closely with our Associate Director to manage all programs at Galilee, with a focus on Summer Camp Programs for youth and families.

The Program Director position will also help manage the active Retreat Center at Galilee, working with groups to ensure they meet the goals of their programs, and supporting overall camp operations.



Our Historic Sanctuary on Lake Tahoe

Camp Galilee's CORE VALUES

Compassion

Galilee is a place of compassion that allows people to experience love for others, themselves, and God. We see the divine in each guest and celebrate differences of race, heritage, culture, gender identity, sexual identity, or circumstance. We strive to embrace everyone with open arms, dignity, and respect so that they return to their communities strengthened and empowered.

Curiosity

Galilee recognizes the importance of a lifetime of learning and aims to provide programs and experiences that foster spiritual growth, curiosity about our own talents, and the value of people's differences.

Community

We aim to provide nurturing and inspiring experiences in community based on love and acceptance of others. We recognize that community extends to all living beings, and we demonstrate a reverence for all of creation through stewardship of our natural world.

Our MISSION

A Retreat and Year-round Camp for over 100 Years...

Galilee Episcopal Camp and Retreat Center is a sanctuary cultivating compassion, curiosity, and community. Our Core Values guide all of our decisions.

Galilee's slogan is 'All Are Welcome' and our staff team works hard to make this a reality. We raise over \$50,000 a year for our Summer Campership Fund to provide financial assistance to over a third of our camper population. The directing team continues to work on ways to serve all marginalized communities to bring them into full fellowship with others at Galilee.



All Are Welcome at Galilee

DESCRIPTION OF RESPONSIBILITIES

In collaboration with the Associate Director

Program

- The Program Director will plan and facilitate Galilee's summer camp and family camp programs with Associate Director.
- Facilitate leadership, staff, and counselor training with Associate Director
- Program development for existing programs, as well as environmental education, team building (including low ropes), and faith formation programs
- Support the ACA standards through all operations in collaboration with Associate Director

Retreats

- The Program Director will be one of the primary hosts of groups on site, being their point person and accommodating the group's needs.
- Communicate with staff and all departments, regarding group needs
- As needed, support all department operations, including food prep, dish washing, housekeeping, basic maintenance, and snow removal. This will be a portion of your job.

Management / Operations

- The Program Director will hire summer and retreat staff.
- Schedule, supervise, mentor, and support summer and retreat teams
- Camper, family, group, and staff communications
- Conflict Resolution with Galilee team and with Galilee participants
- Camper and staff recruitment
- Equipment, gear, and supply inventories and ordering
- Basic program budget oversight
- Promote the camp programs at churches, conventions, camp fairs, etc., when possible.
- Participate in Galilee Board meetings, when appropriate

Essential Functions

- Must be physically fit and able to carry up to 50 lbs.
- Must be able to hike five miles over rough terrain.
- Must be able to climb stairs.
- Must have at least average eyesight and hearing.
- Must be comfortable and able to work in the outdoors, including sun, rain, wind, and snow.



An ACA-accredited camp

SALARY + BENEFITS PACKAGE

- Normal work week is 5 days/40 hours per week, and 6 days/60 hours during the summer months.
- Salary range is \$32,000-\$37,000 per year, depending on experience.
- Health insurance, dental, and vision for the employee are provided.
- On-site, private, one bedroom housing on Lake Tahoe with utilities included.
- All employees and immediate families are provided with meals when groups are in session.
- Retirement contributions are made with Galilee providing up to 13% of employee's salary, depending on employee contribution.
- Vacation shall be 2 weeks after one full year of service, 3 weeks after two full years of service, and 4 weeks after five full years of service.



HOW TO APPLY

Program Director Position Requirements:

- Must be at least 24 years old
- Bachelor's degree OR equivalent experience.
- Leadership experience in overnight summer camping programs.
- Pass criminal, financial, and sex offender background checks.
- Willing and able to certify as an ARC Waterfront Lifeguard, and get Belay certified.
- Must have a current driver's license and clean driving record.
- Supportive of Episcopal values




Send your **resume** and a **letter of interest** to Associate Director, Chelsey Ayers at the email below.


If you have questions about the Program Director position, please email or call Chelsey at the contact information below.

Contact

Chelsey Ayers, Associate Director

 (775) 749 - 5546

 chelsey@galileetahoe.org

 1776 Highway 50, Glenbrook, NV 89413

