

Organizational Information Sheet

Camp Ghormley is a year-round youth camp and retreat center located in Naches, Washington. **Please note that this information reflects how our organization operated pre-COVID, and how we hope to soon function again.**

Facts about Camp Ghormley

- Founded as a ministry of First Pres Yakima; Ghormley is now an independent 501(c)(3) organization
- Located 30 miles WEST of Yakima, WA; within 3.5 hrs of Seattle, Portland, Tri-Cities, WA
- Serves nearly 1,000 campers a summer and 4,000-6,000 people a year
- Operates year-round; five year-round staff, plus 40+ staff during summer months

Who do we serve?

Over the course of the year, we serve youth and adults from a wide range of backgrounds. This includes, but is not limited to: summer campers, schools, churches (youth groups, men's retreats, women's retreats, church staff functions, etc.), businesses, family reunions, outdoor education, scrapbooking retreats, and more!



What types of programs and services do we offer?

- **Youth Camps**
 - Traditional co-ed residential camps for students entering grades 2-13
 - Waterski Camp (held on the shores of nearby Rimrock Lake)
 - Outdoor Adventure Camps
 - HS Leadership programs (SHIFT and OVERDRIVE – a three-week leadership experience)
 - Fall/Winter weekend camps for Jr. High and HS students
- **Retreats**
 - Youth/Adult Groups
 - Businesses
 - Personal Retreats for those in ministry
- **Outdoor Education**
- **Family Programming**
 - Thanksgiving Day Meal (every other year)
 - Christmas Family Weekend (called Mt. Meadow Christmas)
 - Parent or Grandparent/Child Weekends
 - Family Camps (winter and summer)

Our Mission: Lives transformed by Jesus through exceptional camping experiences.



Camp Ghormley
640 Lost Lake Road, Naches, WA 98937
(509) 672-4311 · www.campghormley.com

Program Director/Retreat Host Job Description

Camp Ghormley seeks a mature, Christ-like individual who is passionate about camping ministry, who is seeking a long-term future in camp ministry, and who is passionate about directing high quality camping programs for youth, young adults, and families. Additionally, this position will serve as an occasional retreat group host during the school year, helping to facilitate quality experiences for our rental groups during the months of Sept - early May. This is a full-time salaried position that starts in early May of 2021 (pending our anticipated reopening from COVID shutdown).

Benefits provided with employment

- Housing provided on-site
- Food provided (including for family members) when groups are in camp
- Salaried position w/ benefits package provided (partial health benefits also provided for family members)
- Use of camp recreational equipment when available

Characteristics of the ideal candidate

- A strong and active faith in Jesus Christ; able to lead others spiritually and emotionally
- Some level of prior theological training; able to confidently study and teach scripture to youth and young adults
- Strong agreement with our [Statement of Faith](#), [Mission/Vision, and Core Values](#)
- A degree in a relevant field of study (e.g. Youth/Family Studies, Outdoor Recreation, Camp Ministry, etc.)
- Previous experience in a Christian Camp setting
- Previous experience in camp program leadership positions (ideally at least 3 years of history in a similar role)
- Someone who is passionate about healthy emotional, spiritual, and physical development of youth and adults
- Someone who feels called to camp ministry as a long-term vocation
- Someone with prior management experience who is experienced in dealing with personnel management
- Highly detailed and self-starting individual; able to confidently handle many details in projects or programs
- Must be able to routinely and efficiently manage multiple projects and deadlines at the same time
- Must be willing to work long hours (May-July; 60+ hours/week, Aug-Apr; 35-45 hours/week)
- Strong relational skills are a MUST; must be able to quickly build and maintain relationships
- Needs to be proficient in using desktop and web-based applications (computer savvy)
- A true servant's heart; someone who anticipates needs and acts without being asked
- Someone who excels under pressure and is not afraid to have the spotlight of leadership on them
- Someone who enjoys learning new things and problem solving; this role wears many "hats" at times

Position Outcomes

The ideal candidate for this position is someone who has a background in camping, and youth development, is passionately seeking a future in camp ministry, and who desires a position in which they can build and maintain high quality youth and family programming over a sustained period of time. This position requires someone with a strong work ethic, strong administrative skills, and who easily builds and maintains relationships with both youth and adults.

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One core aspect of this position will be the oversight of our college summer staff program, including recruiting, hiring, mentoring, and managing a team of approximately 30 summer staff during our busy summer season.

The ideal person in this position will be excited to serve in a small-to-medium-sized camp, located in the ruggedly beautiful mountains of central Washington, alongside five other year-round staff who love Jesus and love serving the 4,500-6,000 guests who come to Ghormley each year. Ideally, the person we hire will be prepared to spend at least the next 5-10 years of their life serving God in a beautiful (yet remote) camp location, allowing them to achieve sustained excellence, sustainable and thriving programs, and quality relationships with campers and staff over a period of years.

Job Title:	Program Director/Retreat Host	Travel Required:	Semi-often; reimbursed
Department/Group:	Program/Guest Services	Position Type:	Full Time Salaried
Location:	640 Lost Lake Road Naches, WA 98937	Date posted:	March 6, 2021
Salary:	Salaried FTE (\$30-\$37.5K/year) + (Housing/Insurance provided, meals provided when served)	Posting Expires:	When position is filled
HR Contact:	Joel Whitehead – (509) 672-4311	Begin Date:	May 1, 2021 (pending our reopening)
Applications Accepted By			
ONLINE: APPLY HERE	Application period begins in March 2021 and will remain open until position fills. Step 1: Submit job inquiry letter and resume to: joel@campghormley.com Step 2: Apply online by following link at left Once application is submitted, you will be contacted with notification of whether initial Skype/In Person interview will be granted.		
Job Description SEE NEXT PAGE			

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Program Director/Retreat Host Job Description

Program Director Summary: This position will serve under the direction Ghormley's Executive Director to coordinate and facilitate Ghormley's youth, family, and summer camp programs. This includes the following currently existing programming: Fall/Winter youth retreats, family programming, adult/child programs, outdoor education, and summer camp programs. It is expected that the person serving in this position will seek to expand program offerings to youth and families as time and resources allow.

During the school year, when not engaged in Retreat Host duties, this position will focus on on-going program needs, development, and planning. This position will be fully dedicated to summer program needs (i.e. not hosting retreat groups) from the first week of outdoor school in early May through the end of the last youth camp program on Ghormley's summer calendar.

Specific Responsibilities Include:

- Promotion of Ghormley programs through various channels (social media, mass mailings, school flyers, church promotions, etc.)
- Oversight of Ghormley summer staff/volunteer programs, under the direction of the Director
 - Recruiting strategy and implementation
 - Staff Hiring
 - Training (with the assistance of the Director in planning and coordinating training needs)
 - Schedules, training details, manuals/documentation, etc.
 - Paperwork/records maintenance for all summer staff and volunteers
 - I-9, W-4, Background Checks, etc.
- Logistical oversight and program development for all Ghormley-sponsored programming
- Responsible for curriculum development for all Ghormley summer camp programs
- Oversight of the summer camp brochure and literature creation process
- Coordination of summer staff and volunteer recruiting efforts
 - Summer Staff
 - Volunteers (including church volunteer needs)
 - Nurses
 - Camp Speakers
 - Worship Leaders (as necessary)



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Please note that this is not an exhaustive list of duties for this position, rather, it is intended to indicate the general responsibility level and general duties of the position.

Retreat Host Summary: This position will serve under the direction of the Guest Services Director to provide hosting support to our off-season retreat groups throughout the school year (Aug-early May). Generally speaking, this position is intended to reduce the hosting load of the Guest Services Director, with specific exceptions throughout the year as agreed upon during the collaborative scheduling process between the Program Director/Retreat Host and Guest Services Director.

Specific Responsibilities Include:

- Review details of incoming guest groups and confirm details with the Guest Services Director prior to the group's arrival.
- Create & put up welcome signs for each guest group as needed.
- Check coffee supplies in each lodge
- Turn on porch lights & heat prior to Guest Group's arrival when needed, and turn off when group has left.
- Greet Guest Group(s) and their leaders upon their arrival, provide maps & other necessary paperwork to group leader, orient the group leader to essential information and how the group can contact camp staff.
- Give welcome at first meal for each Guest Group, indicating meal procedures, and offer prayer
- Serve the Guest Group during their stay by providing for all reasonable requests.
- Prepare a final invoice for each Guest Group prior to their departure, obtain final payment, and/or communicate other arrangements to the Guest Services Director.
- Explain, distribute, and collect Guest Group evaluations at the end of each group's visit.
- Communicate re-booking information for each Guest Group for following year to the Guest Services Director.

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