

### **General Function**

The Site Director shall advance UCCR's mission through the oversight of all operations at a UCCR camp or conference center.

### **Qualifications**

Two years combined education or experience in two of the following categories:

- ✓ Business Administration
- ✓ Food Service
- ✓ Facility Operations
- ✓ Program Leadership
- One year experience in customer service
- Be at least 25 years of age
- Hold a valid California drivers license and good driving record
- Willingness to live at and work in a camp or conference setting

### **Areas of Responsibility**

The Site Director shall have competence in and delegate responsibility for the following:

#### **Program Development and Hospitality Services:**

- Meet the public and be supportive of and sensitive to diversity of people, cultures and program goals
- Maintain an environment that facilitates and enhances the goals of program leaders

#### **Finance and Administration:**

- Provide general financial oversight for a UCCR facility
- Develop and administer operational budgets
- Maintain appropriate, accurate records and implement UCCR's policies and procedures
- Manage projects

#### **Human Resources**

- Hire, supervise, encourage, motivate, review, and when necessary, terminate employees
- Effectively delegate roles and responsibilities within site staff job descriptions
- Maintain appropriate, accurate records and implement UCCR policies and maintain compliance with California Labor Law as directed by UCCR

#### **Marketing:**

- Represent and interpret UCCR to the public as well as UCCR members and program leaders
- Participate in the development and implementation of site specific marketing plans

Operations: Provide oversight and delegate duties for efficient operation of camp and conference program and facility operations as follows:

- Purchase, prepare and serve food within health and safety regulations and codes
- Repair and maintain buildings and grounds within health and safety regulations and codes
- Maintain water, sewer, electrical and communications systems within health and safety regulations and codes
- Provide land use and environmental stewardship
- Interface with regulatory agencies

General:

- Communicate both verbally and in writing in a timely, clear and logical manner
- Respond efficiently and effectively in a crisis; problem solve under pressure
- Participate in and support the mission and goals of UCCR
- Interpret and represent all facility management matters to UCCR's executive staff and members
- Participate in professional development in the camp and conference field

### **Expectations**

This position has a primary impact on the overall effectiveness with which UCCR accomplishes its mission and objectives in service to its members and the community. The site director is expected to advance his/her work in the context of the highest level of hospitality and customer service.

Expectations will be set by the President and Field Services Director. The effectiveness of the performance of the Site Director shall be evaluated annually against those expectations.

### **Essential Functions**

- Ability to communicate with and provide necessary instructions to both staff and clients
- Visual and auditory ability to respond to environmental and other hazards on the site
- Ability to lift and carry up to 30 pounds
- Physical mobility to traverse difficult and uneven terrain
- Ability to use or learn to use telephone, computer and office equipment
- Ability to drive a UCCR vehicle
- Ability to use site equipment and tools
- Ability to use cleaning and janitorial supplies

### **Accountability**

The Site Director is an employee of UCCR and is directly accountable to the President and Field Services Director.

UCCR reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.