



Peterkin Camp & Conference Center Executive Director Job Description

The Peterkin Camp & Conference Center (PCCC) is a multi-generational camp and conference facility owned and operated by the Episcopal Diocese of West Virginia. It is located in rural Romney, WV, in the Potomac Highlands along the South Branch of the Potomac River. The core values of the Board are reflecting in developing a team that is grounded in Christ, joyfully committed, and pursues a ministry like that of the Good Shepherd. The Bishop and the Board envision a center where we are forming God's people, caring for God's place, and doing God's work. We are stewards of a great gift and are committed to building holy community in God's wilderness.

The Executive Director is responsible to the Bishop of West Virginia for implementing the shared vision of Peterkin's role in the life of the Diocese and for the management of the Center. Consent to a background check is required in order to be considered for this position. A successful candidate will be in residence at PCCC for the summer camp season and key diocesan events. Living in Romney, WV is not a requirement. This position will require travel throughout the state to promote camp, recruit youth, and build supportive relationships with parishes. This opportunity will remain open until the position is filled.

Responsibilities:

- Manages the camp and conference facility
- Hires, leads and manages the Peterkin staff within Diocesan guidelines
- Defines and maintains appropriate hospitality and food service standards
- Oversees the scheduling of all activities at the Center
- Prepares and manages the budget
- Manages the Center's building, grounds, and equipment, including preventive and general maintenance, and all construction projects
- Implements Peterkin's role in the life of the Diocese
- Understands and articulates the shared vision for the Center
- Is the principal spokesperson for the Center
- Actively develops positive and sustained relationships with campers, conference attendees, camp and conference program staffs/organizers, contract employees, vendors, seasonal staff, local businesses
- Identifies and oversees all Peterkin programs (camps, conferences, retreats, etc.)
- Functions effectively as a member of the Diocesan staff





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- Communicates with Peterkin's various constituencies
- Works effectively with the Board
- Meets with current and potential users of the Center to understand unique and individual user needs while serving Peterkin's mission and vision.
- Develops and grows a donor base for the ongoing support of Peterkin
- Collaborates with the Diocesan Canon for Communications and Congregational Development to develop year-round marketing, communications, and enrollment strategies.
- Performs other duties as assigned

Skills, experience, and other requirements

- Be a person of lively, contagious Christian faith who can relate to people of all ages
- Possess a conviction that he or she is called to this job and ministry
- Works collaboratively with team through effective communication and support

Desired Experience

- Demonstrated experience and success in the hospitality industry, especially in a multigenerational camp and conference center environment that, preferably, includes youth ministry
- Experience in evaluating, developing, managing, upgrading and motivating a diverse staff
- Experience working with a Board, including making recommendations to the Board and implementing approved recommendations
- Experience working with non-profit organizations
- Experience planning, developing and implementing fiscal and administrative policies and goals to achieve the mission and vision of the organization
- Fundraising experience desired
- Bachelor's degree preferred
- Excellent oral and written communications skills
- Effective use of information technology
- Sensitivity in interpersonal relations

To apply, please email a cover letter and resumé to Tracy Hannah at thannah@wvdiocese.org.



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