



## Director of Shrine Mont Camps

### *Job Description*

3/10/25 revision

### ***Organizational Overview***

The Episcopal Diocese of Virginia is made up of 173 churches with more than 68,000 members spanning from Northern Virginia to the James River, from the Shenandoah Valley to the Chesapeake Bay. The diocese is committed to discipleship and formation, racial justice and healing, and vocation and call through an inclusive faith that welcomes all on their journey in Christ. Shrine Mont Camps is a key discipleship ministry of the diocese, dedicated to the faith formation of young people, as reflected in its mission statement: “The Diocese of Virginia’s summer camp program at Shrine Mont promotes the emotional and spiritual development of children, youth, and young adults through the fostering of a safe and positive environment for all. It is the goal of this program to encourage the growth of relationships with self, others, and God.”

### ***Position Overview***

The full-time director of Shrine Mont Camps leads a comprehensive residential summer camping program in the picturesque Shenandoah Valley. As a member of the bishop’s staff, the director assists the Episcopal Diocese of Virginia to accomplish its mission to “Love Jesus. Embody justice. Be disciples.” The director oversees the development and implementation of multiple individual camp programs serving 400+ campers, each one distinguished by name, unique themes, and age of campers ranging primarily from 7 to 17-year-olds, along with whole families. The director manages the annual summer staff of 50-60 individuals that serve a growing number of campers representing increasingly diverse populations.

### ***Key Responsibilities***

#### *Leadership and Vision*

- Serve as the primary spokesperson and advocate for Shrine Mont Camps.
- Ensure that all programs, operations, and representatives of Shrine Mont Camps uphold the mission and values of the Episcopal Diocese of Virginia.
- Collaborate closely with the Shrine Mont Camps “architect” team (once established) to articulate and uphold the camp vision, implement strategic goals, and strategically communicate the vision broadly across the diocese and beyond.
- Recruit, hire, train, supervise, evaluate, and terminate (as needed) all seasonal staff of Shrine Mont Camps, employing strategies that actively seek qualified candidates from underrepresented groups within the diocese.
- Create a healthy organizational culture, developing and ensuring inclusivity, encouragement, kindness, and reconciliation, where all are welcomed and supported in their personal faith journey.
- Cultivate relationships with individuals, groups, and organizations that continuously expand the network of invested partners committed to supporting the ministry of Shrine Mont Camps.

- Keep up to date on industry trends, standards, and best practices by engaging in regular professional development activities.

### *Program & Staff Management*

- Ensure the spiritual formation experiences and camp programs align with the values of The Episcopal Church and the Diocese of Virginia and are exciting for campers.
- Oversee the creation of developmentally appropriate routines, schedules, and camp-life procedures.
- Develop and implement a robust training program for summer staff, empowering all to execute their roles with confidence and excellence.
- Oversee the assistant director of Shrine Mont Camps (part-time for spring and full-time for summer) who is primarily responsible for programming and general activities of the camp community, ensuring all aspects are thoughtfully coordinated, executed by campsite staff well, and in alignment with the camp's mission and vision.
- Oversee and equip the camp manager (summer only) who is primarily responsible for camp operations, office communications, and logistical coordination with the leadership of Shrine Mont Inc.
- Analyze and incorporate stakeholder feedback around their camping experience, resulting in majority and increasingly positive participant satisfaction.
- Communicate and collaborate with Shrine Mont Inc. following all agreements in the partnership covenant.

### *Administration*

- Manage all aspects of camp finances--budget, expenses, tuition, scholarships, payroll--in collaboration with relevant diocesan staff, Ministry Admins (administrative staff), and the Shrine Mont Camps "architect" team.
- Ensure the camp website and effective database and registration systems are in place, and proactively managed by administrative staff, resulting in a positive user experience.
- Oversee and monitor crisis and risk management, healthcare procedures, and emergency response plans, ensuring fully trained teams who are equipped to respond with confidence.
- Ensure the camp adheres to and operates within the Safe Church Training guidelines of The Episcopal Church and the Diocese of Virginia.
- Prepare a full summary and evaluation of the ministry at the end of each summer camp season. Based on analysis, include recommendations for the next camp season.
- Develop, implement, and regularly assess an overarching marketing and communications strategy, in collaboration with the diocesan communications staff and Ministry Admins, for broad amplification and targeted evangelism of Shrine Mont Camps. Manage and execute a proactive camp planning and implementation timeline for all aspects of the camp experience that expands accessibility to an increasingly growing and diverse audience.
- Attend and support the execution of the annual diocesan convention.
- Other duties as assigned.

### *Working Relationships*

The director of SMCs collaborates with the diocesan bishop and currently reports to the diocesan chief of staff with plans to transfer reporting to a permanent canon for discipleship once hired (anticipated in 2025). There is also an [assistant director of Shrine Mont Camps](#); this programmatic-centric position is part-time outside of camp, full-time in the summer, and reports to the director of SMCs. Seasonal

summer camp staff report to the director. The director is directly supported by year-round full-time equivalent administrative support from a Ministry Admin who works remotely as camp registrar and administrative assistant to the director. The director is a member of the diocesan staff, interacting and collaborating regularly with colleagues.

### ***Qualifications***

- A practicing Christian, committed to a personal life of faith and upholding and sharing the values of the Episcopal Church
- Bachelor's degree or equivalent professional experience
- Approximately Five years' experience directing or leading a residential camping ministry or translatable ministry experience managing children, youth, and young adult ministries
- Excellent interpersonal, communication, and project management skills Emotional intelligence and self-differentiation in all spaces
- Flexible, creative, and able to work effectively in unstructured environments
- True to our commitment to racial justice and LGBTQIA+ inclusion, people of color and queer-identifying individuals are encouraged to apply

### ***Location***

During the "off season" (mid-August to early-June) the director will keep a presence at the diocesan offices in Richmond, Virginia and is required to live onsite at camp during the summer camp season (early-June to mid-August). A private residence on the grounds of camp, managed by Shrine Mont Inc., will be provided at no cost to the director to live in for the summer. The director will travel regularly throughout the diocese and occasionally, outside of the diocese (travel expenses covered).

### ***Compensation***

The position is open to lay or ordained candidates. The compensation package will vary according to the candidate's experience, education, and ordination status, consistent with The Episcopal Church and diocesan policies. The anticipated salary range is \$85,000-95,000 plus generous benefits (medical, prescription, dental, vision, life, and long-term disability insurance, as well as employer contribution to clergy pension or lay retirement plan). If necessary, childcare for young children of the director is provided by a "kid's counselor" who is a member of the camp cabin staff and paid for by camp.

**To apply, please submit the following:**

**Cover letter, resume and three references, one of which must be a recent supervisor.**

**Please submit all materials to Nerissa Crockett at [ncrockett@episcopalvirginia.org](mailto:ncrockett@episcopalvirginia.org)  
Priority consideration for applications received by April 19, 2025.**