



Camp Eagle®
Adventure Camps

CAREERS

JOB TITLE: WILDERNESS DIRECTOR

About Us:

Camp Eagle started in 1999. We operate year-round with multiple summer and retreat-season programs at our 1,000-bed facility. We are located in a truly wild and beautiful place in the hill country of Texas. Camp is blessed to steward 1,400 acres along the headwaters of the spring-fed Nueces River and filled with limestone cliffs, woods, trails, and wildlife.

We are all about our Mission. We exist to:

Inspire Christ-like change through, Outdoor Adventure, Authentic Relationships, and Biblical Truth. Our Playbook and everything we do is built around this. It is woven into the daily fabric of our work here.

Who We Are:

Our remote location deepens our community. With roughly 100 people living on-site, co-workers become neighbors, and neighbors become friends. This is a missional community and togetherness is very important to us. Our community is special, and it is a big part of why many of our staff serve here.

This also strengthens our culture which is evident throughout this ministry and our community. A few things about our culture stand out.

- We highly value a vibrant relationship with Christ and serving people out of the strength of that relationship. We're not just a ministry; we love Jesus.
- We know who we are and we do our best to talk about that often to stay on the same page with the big picture.
- Dreaming is in our DNA. We don't pretend to know everything, so we often spend time dreaming up new solutions and opportunities. This is often true in individual jobs as well. If you love the freedom to find solutions and create opportunities, you'll love that part of your job.
- We value mindset over skill set. If you enjoy collaborating and problem-solving rather than doing what you've always done, the way you've always done it, you'll fit right in.
- Adventure gets us excited. Many of our staff always have the next adventure in the works or are ready to join one after work. Whether that's camping, mountain biking, climbing, kayaking, hiking, exploring caves, fishing, etc - most staff are down to join any adventure you're cooking up.



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What It's Like To Work Here:

On Our Best Days

- We brainstorm. We're coming up with new ideas, solving problems, and planning together.
- We serve alongside each other. Often, we are dropping our normal job to do something different: pitching in to help each other. Those are the breaks between our normal work that bring us together.
- We play together. We're sharing a good meal, playing board games in the evenings, celebrating something, playing at the river, or camping at Big Bend.
- We reconnect to why we are here. Whether we are jumping in on a summer staff training or helping with some programming so that we have a touchstone to why we do what we do. We solve problems through the lens of our mission statement and playbook. We enjoy hearing about a ministry moment for how someone was inspired towards Christ-like change through camp.

On Our Not-So-Best Days

- We get caught up in the "tyranny of the urgent", especially during busy seasons. We self-inflict this by our desire to dream up new things to serve our guests and sometimes this affects some staff more than others which can be frustrating.
- We can become siloed sometimes during a busy season.
- There's a lot of beauty in a community that lives and works in close proximity but it magnifies the need for healthy reconciliation

Job Description

Title: Wilderness Director

Department: Programs

Reports To: Director of Programs

Direct Reports: Wilderness Summer Staff (Guides, Logistics, Cook)

Consults With: All program directors, Housekeeping Manager, Food Service Manager, Activities Manager

Job Purpose: Direct and run all aspects of the Wilderness program



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Job Duties Year-Round:

Office Duties

- Oversee the registration and planning process for all groups from the time of contact to arrival on the property (contracts, waivers, health forms, payment, COI's, Ministry Safe, background checks, roll call, and check-in).
- Make contact with all past group leaders, and allow them to get dates on the calendar for the upcoming summer.
- Oversee marketing campaigns and travel schedules.
- Create ways to generate more leads for the Wilderness Program.
- Manage budget with a heart for stewardship and growth.
- Review summer staff applicants and move forward with appropriate follow-up.
- Stay up to date on Wilderness accreditations, standards, and requirements.
- Maintain certifications necessary for the proper execution of job duties (WFR).
- Maintain permits (ie. Commercial Use Permit for Amistad National Recreation Area).
- Maintain key relationships with landowners who allow our programming on their property (Pecos and Devil's River, Bitter Bottom, Home Hollow, Joy Hollow).
- Continue to think through creative ways to partner internally with other Camp Eagle programs (ie. Group Camp, Individual Camp, Retreats).

Meetings

- Meet every other week with the Director of Programs for tactical check-in (budget overview, strategic planning, heart check).
- Meet once a week with other program directors to plan strategies for marketing, sales, recruiting, curriculum, and projects for the upcoming summer.
- Attend all staff meetings once a week.
- Attend Prayer meetings once a week.
- Schedule ad-hoc meetings with appropriate staff members as needed.



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General Duties

- Pray for guides.
- Make a point to visit past guides when time and job responsibilities permit.
- Ensure that gear is inventoried and ordered for all the Wilderness program.
- Participate in the recruitment of all summer staff.
- Send gifts to past group leaders that are a reminder of our partnership with them.
- Meet with our long-standing partners in person to understand better how we can serve them (visit Cho-yeh or invite them here, Kidventure, The Lakeway Church).

Job Duties In Summer:

In-Office

- Trip plan with guides to ensure the best experience for each group throughout the summer.
- Ensure that cross-department communication is effective to make all summer programs successful and avoid “train wrecks” along the way.
- Communicate with all group leaders to ensure they feel prepared for their trip to Camp Eagle’s Wilderness program.
- Communicate food needs to Wilderness cook working with the Food Service Manager to maintain best practices in the purchasing, preparation, and serving of food.

Meetings

- Participate in Cross Dept. Communication meeting once a week.
- See the meetings section below for year-round meetings to attend.

General Summer Program Duties

- Mentor and Disciple summer staff by meeting with summer staff consistently to coach them as they work full-time in this unique ministry for the summer.
- Ensure that proper feedback on job performance is given regularly.
- Maintain the Wilderness campus and resources.
- Ensure logistics for each trip are planned and executed.
 - Drivers and vehicles are selected and reserved for driving to the river as needed (sometimes multiple trips per week).



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General Summer Program Duties Cont.

- Perform safety checks for the Wilderness program each week and other programs periodically throughout the summer.
- Ensure food quality at Mi Casa is excellent and that a clean, relaxed atmosphere is maintained.
- Make weekly announcements to summer groups to recruit High School Discipleship campers.
- Make sure the heart of Wilderness programming is always gospel-centric in the way we serve, challenge, and celebrate with our guests.
- Program logistics - whatever it takes for the Wilderness Program to operate effectively to fulfill the mission of Camp Eagle.

Other Duties of ALL Camp Staff:

Camp Eagle operates year-round. We have guests on the premises almost every day of the year. Serving guests is our number one priority, and therefore ALL staff must participate in guest service in some capacity. Tasks may include cooking, cleaning, facilitating group activities, running retail locations, general maintenance of the camp property, and work projects as needed. There are often groups here on weekends, and all staff members will be required to work certain weekends as needed.

Qualifications:

- Strong sense of hospitality and customer service.
- Highly comfortable with marketing for the retreat program (cold calls, emails, print material, etc.).
- A College Degree or higher is preferred.
- Ability to work long hours frequently.
- Ability to confront, encourage, and inspire staff toward excellence in their work.
- Easily communicates with guests and retreat leaders professionally.
- Experience with event planning or the equivalent is highly desired.
- Administrative and organizational skills.



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Education, Abilities, Skills, Experience:

The “ideal” candidate will have:

- The educational equivalent of a college degree or higher.
- Ability to communicate comfortably and clearly with all guests and group leaders.
- Ability to work well with computer systems and basic word processing and email software.
- Willingness to perform routine tasks regularly and on time, with deadlines daily, weekly, and monthly for many tasks.
- Ability to work on a team and communicate comfortably and clearly with other staff and inspire them to action.
- Ability to understand and follow camp policies and procedures.
- Passion for adventure experience (hiking, biking, climbing, kayaking/canoeing).

Work Context: This job will be performed primarily on location at the Camp Eagle office.

Travel: Working offsite will happen during marketing, scouting, guiding, or training trips.

Physical Demands:

- Ability to sit and stand for hours on end.
- Ability to work on a laptop for hours on end.
- Ability to drive around the camp property in a camp vehicle.
- Ability to get around camp and perform job duties without the use of a camp vehicle.
- Ability to infrequently work at height while checking up on staff on the high ropes activities.
- Occasionally lift heavy objects with help from others.

Work Environment: Will consistently work indoors and outdoors in all weather conditions due to the dual nature of this being an office job about half the time and an on-site physical job the other half.

Compensation: Salary pay, on-site housing, medical insurance, 401(k) retirement package after one year of full-time status, and paid vacation time according to time-off policy. Also, basic utilities and FMLA benefits, temporary guest housing, and camp meals.

Disclaimer: This Job Description is not intended to be complete. It is only intended to give a good idea of what this job will be like.