**Purpose**: To plan, coordinate, and implement Mustang Island Family Camp

**Accountability**: The Family Camp Director is accountable to the Mustang Island Episcopal Conference Center Operations Director

**Responsibilities** **include**:

Planning and coordinating Mustang Island Family Camp; this includes but is not limited to:

* Recruiting, hiring, and training Family Camp staff
* Planning and delivering Staff Development week
* Planning and leading activities
* Purchasing equipment and supplies, maintaining supply inventory, and removing bad equipment
* 0rganizing staff schedules
* Assigning Guest rooms
* Creating and sending pre-session letters
* Leading Family Camp staff in the delivery of the Family Camp program
* Supervising, encouraging, and mentoring the Family Camp staff
* Leading staff meetings before Camp session, along with evening staff meetings while camp is in session
* Sharing in all Family Camp staff responsibilities; leading by example
* Communicating and interacting with guest families; addressing any needs/concerns
* Showing Christian hospitality towards all guests and staff
* Working with all MICC staff – food director, housekeeping director, operations director, office manager
* Mentoring, supervising, and encouraging Sewanee Intern(s)
	+ Working with Sewanee Intern(s) to create educational, hands-on, engaging environmental activities to be delivered by the interns during Family Camp
	+ Helping Sewanee Intern(s) make connections with outside organizations for research opportunities (if applicable)
	+ Helping Sewanee Intern(s) ensure the internship is in a field of interest, ensure personal growth and provide/enhance professional skills
* Serving as Chaplain contact and liaison for Family Camp
	+ Contacting Chaplain prior to each session; understanding the Chaplain’s plan for teaching and worship; acquiring any additional supplies the Chaplain may need
	+ Communicating with the Chaplain throughout the session and with a thank you card afterwards
* Hosting groups as needed/available during the non-summer months in addition to performing other duties as assigned