

**Job Description:  
Pilgrim Lodge Camp Director / Youth Ministries  
Coordinator**

**The Maine Conference United Church of Christ (MEUCC)**

[www.pilgrimlodge.org](http://www.pilgrimlodge.org)

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**About Pilgrim Lodge**

Pilgrim Lodge is a seasonal American Camp Association-accredited summer camp and retreat center. It is owned and operated by the Maine Conference, United Church of Christ. It has been part of the wider ministries of the Maine Conference UCC since 1956.

Children, youth, and family camp programs occur between June and August. Retreat groups use the site primarily from May to early June and September to mid-October.

Pilgrim Lodge summer camp programming is led by volunteer deans and counselors. It emphasizes spiritual growth, music, arts and crafts, swimming and boating, nature exploration, and team-building activities. Paid staff are responsible for some programming including lifeguarding, facilities management, food service, and office administration and registration. Deans are responsible for organizing programming unique to that session, recruiting counselors, and facilitating the session. Volunteer counselors assist the deans, lead activities, and stay with youth campers in their cabins. Pilgrim Lodge is unique in the commitment and longevity of its program, governance, and facilities volunteers.

Our next Pilgrim Lodge Director will help oversee a variety of sessions for all ages and interests with individually-themed camp sessions, most five nights and six days or two-three nights. Camp themes include the arts, sports, exploring the lake, Harry Potter, and age-based programs without specific themes. Camp Pride for LGBTQ high school students was offered for the third year in 2019. Other new sessions include a half-week camp of "Grand Parenting Camp" for families made of grandparents who are actively raising their grandchildren and those grandkids. From family camps to youth camps to adult-only camps, we are proud to embrace the camping across the lifespan mentality. We look forward to growing our program with the help of our next Director! Please see our complete schedule at [www.pilgrimlodge.org/camps](http://www.pilgrimlodge.org/camps)

The successful candidate will bring an entrepreneurial spirit being responsible for building a vibrant retreat ministry through outreach to the UCC and other churches and faith communities, educational groups and other not-for-profits. Pilgrim Lodge has hosted several retreat groups for many years, recently moving them to full hospitality with food service and staff presence to meet their needs while on site. Traditionally UCC churches have also reserved Pilgrim Lodge for family groups and gatherings. Due to an ongoing demographic shift, Pilgrim Lodge needs to invest in creative site usage and expand our opportunities for hospitality and ministry.

Part of the position will also entail redeveloping of state-wide youth ministry program in the Maine Conference including off-season retreats and gathering for youth leaders, lay adults, and clergy working with youth in the local church. In conversation with the Conference Minister, local churches, and the Maine School of Ministry, the Director of Pilgrim Lodge will collaborate in the development of spiritual formation events and training at Pilgrim Lodge and other sites in New England. Regular visits to UCC churches to preach or speak in promotion of Pilgrim Lodge and its programs is an expectation of the PL Director.

## **Financial Sustainability, Governance, and Supervision**

In 2017, Pilgrim Lodge consulted with Kaleidoscope Inc. to develop a plan for financial sustainability. The Executive Summary of the report can be found at [www.pilgrimlodge.org/sustainability](http://www.pilgrimlodge.org/sustainability). Recent work has resulted in accurate and concise financial reporting. The Pilgrim Lodge Leadership Team (PLLT) was formed in 2019 as a 10-member standing sub-committee of the Maine Conference Board of Directors. This governance group is tasked with the development of policy and procedure as well as acting as an advisory group to the Director. The Pilgrim Lodge Director is responsible for developing the budget in consultation with the PLLT and the finances will be evaluated throughout the year. The Director is responsible for all paid and volunteer staff hiring, supervision, and management. The Director is supervised by the Conference Minister and must be comfortable periodically reporting in person to the Maine Conference Board of Directors about the ongoing operations of Pilgrim Lodge. Duties include creating a positive Pilgrim Lodge presence at and presenting an end-of-season report to the gathered clergy and delegates at the Maine Conference, UCC Annual Meeting.

## **The Facilities At Pilgrim Lodge**

Pilgrim Lodge is located on beautiful Lake Cobbosseecontee with two islands owned by PL within an easy kayak ride from the accessible waterfront. It boasts 100 acres of woods including trails, a low ropes course, and several open spaces. All cabins face the lake with bunk beds, a counselor cot on the porch, a wood stove, and a bathroom with a shower. There are a total of 130 beds on site.

The dining hall and kitchen were completed for summer 2017 as a part of a successful capital campaign wrapping up in 2020. New and renovated staff housing, an accessible waterfront, repairs to the foundation of the historic lodge, renovations to the previous lodge kitchen to create a multi-function room, and infrastructure repairs and replacements are some of the projects completed with capital campaign funds. A maintenance fund has been established from capital campaign funds and set aside for ongoing maintenance. Fundraising will be a part of the Director's job duties with advice and support offered from the PLLT.

## **About You, The Camp Director**

Pilgrim Lodge requires a generalist as its leader. As the Director, you should understand and be committed to the values of the United Church of Christ. You must also be daring! We are looking for a leader who can think outside the box while still embodying the spirit and positive traditions of Pilgrim Lodge. Because you will be interacting with a diverse community, it is imperative that you have the emotional intelligence and spiritual grounding to interact with a variety of retreat groups, volunteers, campers, staff, and other community members in a caring and constructive manner. You must role model clear and healthy boundaries in all of your work for Pilgrim Lodge. We are looking for a leader who challenges us to love and grow as we live into a new era of Pilgrim Lodge ministry.

**Salary Range:** \$50,000 to \$56,000 plus benefits