Director of Conferences & Retreats
Camp Ocean Pines, Cambria, CA
(full-time, non-exempt)

If you have a deep interest in changing lives, a connection with nature, believe in the power of life-long learning, positive attitude, strong work ethic, creativity, flexibility, and a sense of humor… Camp Ocean Pines is for you! A jewel on California’s Central Coast, we sit on thirteen acres of Monterey Pines above the Pacific Ocean. A work environment like no other!

Our mission is to foster enjoyment and appreciation of the natural world among all people through creative activities in a residential camp setting. Our programs encourage people to Connect, Explore, and Grow through summer camp, adult workshops, outdoor education, and retreat space for other organizations. We are a 501(c)3 non-profit organization.

The Director of Conferences & Retreats (DCR) is responsible for scheduling and managing high-quality rental programs at Camp Ocean Pines. They coordinate use of Camp by outside groups for retreats, meetings, conferences, family reunions, weddings, special events, and the like, and develop and promote Workshop programs for adult education. They are the primary coordinator of program and facility volunteers. The DCR has responsibilities in customer/guest relations, sales, staff/volunteer hiring and supervision, fiscal management and budgeting, marketing, the camp store (merchandise inventory and sales), program management, project management, and other areas. The position has direct program responsibility from late August to early June, and supports other programs in June to August. A majority of the DCR’s assigned programs occur on weekends.

The Director of Conferences & Retreats reports to the Senior Program Director, who reports to the Executive Director. As a part of the management team, the DCR shares in the oversight and support of all of Camp Ocean Pines operations. The voice, expertise, and shared leadership of the management team is a necessary component of our mission success.

Director of Conferences & Retreats candidates must have a commitment to equity and inclusion, creating a positive community work culture, and a commitment to the goals and philosophy of Camp Ocean Pines. This position requires at least 1 year of experience in sales, marketing, hospitality, hotel/restaurant management, event planning, or equivalent. While not required, a preferred candidate will have a Bachelor’s degree in marketing, hotel/restaurant management, or recreation administration, and one or more seasons of experience working at a camp, outdoor education school, or retreat center.

Compensation and Benefits: $27.00/hour; 100% employee medical/vision; IRA matching; paid time off; paid education, training, and professional development opportunities. Housing is not included.

Camp Ocean Pines encourages applicants of different backgrounds, cultures, genders, experiences, abilities, and perspectives to apply as we are actively working to increase the diversity of experience and perspectives on our team. No one comes with the entire complement of skills, so please don’t let a lack of experience/skill in one specific area deter you from applying. Come change the world in a dynamic non-profit! Please apply online at http://campoceanpines.org/jobs-at-camp.

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