

JOB TITLE: Executive Director

CAMP AND MINISTRY PROFILE

Camp Kahquah is an established Christian camping ministry owned and operated by the Brethren In Christ Church. It is located in Ontario's near north on beautiful Ahmic Lake near Magnetawan, ON. The camp is an amazing place where people have been discovering the love of Jesus for decades. The Camp serves children, youth, families and retirees with a comprehensive summer program followed by seasonal retreats during the off-season. We have spent the last year reimagining the future of the camp and are excited about the ministry opportunities going forward. We are currently seeking a person to serve in the role of Executive Director. This is a full-time position that requires someone with a servant heart, the ability to give strong and decisive leadership, skills in recruiting and overseeing staff, willingness to oversee a diverse program, work with a broad constituency and travel within the Ontario region. The ideal candidate is a relational self-starter who will embrace the mission of the camp and wants to make a difference in the lives of those involved. The ability to function at the executive level is essential. Experience in Christian camping and organizational leadership is certainly valued.

Interested parties may send their resume & cover letter to: office@canadianbic.ca
Deadline for application: April 28, 2017

SUMMARY AND POSITION PURPOSE

The Executive Director is the primary Executive Officer of the camp. He/she is, therefore, the chief servant, accountable to the Senior Resource Team (SRT) of the Brethren in Christ Church of Canada through the BIC Canada Executive Director. As the chief administrator of the camp, he/she is the "pivotal" person in a liaison position between the SRT, Administrative Council and the camp employees, its supporting constituencies, financial institutions, camp organizations, stakeholders and community. The Executive Director shall be considered the official spokesperson on behalf of the Camp.

The Executive Director shall be a person of spiritual integrity and courage, with administrative, organizational and financial capabilities who will model servant leadership. He/she will be a creative thinker, effective communicator, self-starter and committed to the ministry of Christian camping.

JOB DUTIES AND RESPONSIBILITIES

Administrative Duties - He/she shall ensure world class administration and sets the culture of the camp by:

- Consistent responses to all camp communications (email, Facebook messages, voicemail, etc.)
- Maintenance of the camp registration system (updating, making changes, etc.)
- Updating the website/provide content as needed
- Ensuring all programming is in compliance with the current Ontario Camp Association standards (updating policies, printing copies, updating workplace boards, etc.)
- Updating and maintaining staff documents (staff manual, forms etc.)
- Updating applications for CREW, LIT & Staff
- Scheduling of staff, activities, room assignments etc.

Legal and Finance - He/she shall provide staff-level oversight of the finances by:

- Maintaining effective budget control
- Regular communication with the Treasurer and Bookkeeper relative to financial matters
- Ensuring appropriate systems are in place for Accounts Payable and Receivable, etc.
- Processing payments for camping programs through the registration system

Supervision - He/she shall supervise and evaluate the performance of all camp leadership staff by:

- Delegating respective responsibility to the maintenance, food services, waterfront director, program directors and any other leadership staff
- Monitoring and supporting staff responsibilities
- Giving support and direction to projects and programs
- Encouraging, motivating and mentoring staff
- Recommending professional development opportunities for staff
- Being responsible for the coordination of all lodging assignments of staff and volunteers
- Eliciting department head reports and submitting them to the Board prior to each Board meeting, as requested
- Terminating employees with just cause and due diligence as outlined in the staff manual
- Advertising, interviewing and hiring of new staff members in partnership with the Board of Directors
- Employing effective conflict resolution methods as needed

Recruitment and Training - He/she shall be responsible for recruiting and training of staff by:

- Maintaining accurate and up to date job descriptions for all leadership positions
- Ensuring that summer staff members are properly and adequately trained according to the Ontario Camps Association standards
- Assisting and ensuring all staff members have obtained a local police check according to Camp Kahquah's Background Check Policy
- Working with leadership staff and program directors for replacement and termination of summer staff
- Implementing an equitable remuneration criteria which will encourage outstanding staff to return (Staff Support and Honourariums)
- Interacting across BIC Canada Church to ascertain interested and prospective recruits

Camping Programs - He/she shall provide ongoing oversight to existing and potential programs by:

- Continually monitoring all seasonal camping programs on a daily basis
- Being available for both campers and staff should any concerns arise
- Working with leadership staff and program coordinators to evaluate and assess the adequacy of existing programs
- Seeking new programs which will be relevant for the market and camp facilities noting programs and services provided by other camps
- Developing new programs to attract increased attendance at Camp
- Apprising the Senior Resource Team of the BIC of necessary development to facilitate new programs to meet current needs

Rentals – He/she will support the efforts of yearly retreats*:

- Providing guidance and assistance to the off-season Retreat & Rental Director/ Facility Manager and other volunteers and staff to facilitate the rental of the grounds for off-season weekend retreats, etc. *the new E.D. will have the freedom to adapt this as he/she deems best for the ministry of the camp.

Marketing - He/she shall promote and market the camp through direct and delegated responsibility by:

- Increasing awareness of Camp Kahquah and increase participation by Brethren in Christ churches.
- Increasing awareness of Camp Kahquah outside of BIC churches in the broader Canadian Christian community.
- Increasing awareness of Kahquah of the general public of Central and SouthWestern Ontario.
- Developing appropriate printed material to promote the camp and elicit registration in partnership with BIC Canada.
- Evaluating program attendance and completing follow up study to implement ways to encourage ongoing and expanded attendance
- Identifying and mobilizing individuals who would be effective ambassadors in promoting camp
- Recognizing, utilizing and honouring individuals who have been effective in promotion
- Overseeing the coordination, writing and distribution of the Camp Kahquah newsletter
- Creating a branding which will enhance Camp Kahquah image
- Creating a powerful social media presence to reach as many people as possible

Fundraising - He/she will support the efforts of the Fundraising Team in Fundraising Events. They will also:

- Develop an ongoing fundraising platform and program
- Maintain the developed platform

ACCOUNTABILITY

The Executive Director shall be directly responsible to the Senior Resource Team through the office of the Executive Director for BIC Canada.

RELATIONSHIPS

The Executive Director relates to:

- The Executive Director of the Brethren in Christ Church of Canada
- The Administrative Council of the Camp
- All Senior staff of the camp
- Churches and broader constituency

QUALIFICATIONS

The knowledge, skills, and abilities of the Executive Director are listed throughout the job responsibilities section. Qualifications should include:

- Suggested 5-10 years in camp life, including programming and leadership development
- Minimum 3 years in some senior staff leadership role
- In-depth understanding of the wide range of programs and functions the camp offers
- An ability to maintain positive relationships with fellow senior staff members
- Excellent problem solving and conflict resolution skills
- Experience in developing and implementing budgets and administering finances an asset