

June 2009

Lake Nutimik Baptist Camp Inc.

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Position : Executive Director

Reports to : The Board of Directors

Overview :

The Executive Director shall manage, supervise, and direct the functional roles and ministries of the camp. The Executive Director will be responsible for planning, and coordinating, and directing all the activities and programs of the camp. He / She shall, in cooperation with the Board of Directors, appoint or hire leaders and staff to support the following ministries, and functional roles within the Lake Nutimik Camp operations :

Summer & Winter Programming

Facilities Maintenance

Food Services

Administration

Communications

Marketing & Promotions

Fund Raising

The Executive Director shall ensure that all activities contribute to the current purpose and mission statement of Camp Nutimik, recognizing at all times that children are the priority.

The Executive Director shall be subject to the authority of the Board of Directors, and shall implement the policies and specific directions provided by the Board.

The Executive Director shall not be a Board member. He / She shall attend all Board meetings, and may participate in all discussions thereat, but shall have no vote at any Board meetings.

The Executive director shall strive to teach and promote Christian values and high levels of excellence in all his supervisory activities and relationships.

Key Responsibilities :

Summer & Winter Programming :

1. Evaluates the goals, objectives, and effectiveness of all Camp programs, and recommends changes or improvements to the Board of Directors.
2. Provide leadership, together with the Program Director, in the development & implementation of all camp programs, and, training of counselors.
3. Works cooperatively with the Program Director and other Camp Leadership to recruit staff and volunteers to fill the various programming positions.
4. Provides regular feedback, and evaluates performance of all programming staff, and counselors.
5. Actively recruits potential rental groups for Camp throughout the year.
6. Organizes summer chapel services.
7. Prepares an annual programming plan for presentation to the Board of Directors.

Facilities Maintenance :

1. Works cooperatively with the Facilities Development & Maintenance Committee to develop maintenance and project plans for facilities upkeep and improvements, and ensures timely maintenance is completed where needed.
2. Provides leadership and direction to the on-site maintenance worker.
3. In cooperation with the Facilities Development & Maintenance Committee, develops an annual facilities activities and expense plan, and provides a written monthly report to the Board of Directors.
4. Works cooperatively with the Facilities Development & Maintenance Committee, and the Board of Directors, to develop and recommend facilities improvements or acquisitions , and establish long term facilities capital expense plans.
5. In cooperation with the Facilities Development & Maintenance Committee plans, organizes, and actively promotes Camp workdays as needed.
6. Ensures compliance with minimum safety standards, all applicable government regulations, and MCA regulations.

Food Services :

1. Supervises and directs the Food Services coordinator to ensure kitchen staffing is arranged as needed to support all camping events and rental groups.
2. In cooperation with the Food Services coordinator, and the Board of Directors, evaluates the food services program on an ongoing basis.

Administration & Finance :

1. Attends all Board of Director meetings and provides written monthly reports to the Board summarizing the activities, needs, challenges, and successes of the past month.
2. Implements the policies and specific directions of the Board of Directors.
3. Administers the business functions of the Camp in consultation with the members of the Board of Directors.
4. Works in consultation with the Fund Raising Team to develop and maintain fund raising campaigns for the purposes of operational funding as well as capital projects.
5. Oversees and coordinates camp registrations, and maintenance of camp records.
6. Recommends administrative improvements for the Camp to the Board of Directors.
7. Assists the Board of Directors in the development of Policies and Procedures, and ensures they are communicated to staff and volunteers.
8. Assists the Board of Directors in the development and update of Job Descriptions for the various camp leadership and functional positions.
9. Works in cooperation with all functional leadership personnel to recruit staff and volunteers, to ensure adequate training, and to monitor & evaluate their performance.
10. Finalizes all hiring, probations, discipline, and terminations according to personnel policies.
11. Ensures compliance to standards & regulations in all camping programs applicable to Government, Manitoba Camping Association, Christian Camping International, Canadian Camping Association and any other applicable Standards.
12. Assists with the development of the Camp budget.
13. In cooperation with the Treasurer, monitors monthly expenditures to ensure they remain within budget.

Communications :

1. Serves as liaison with the membership church communication personnel.
2. Develops a communication plan and calendar in cooperation with the Board of Directors.
3. Regularly maintains contact with the member churches through their camp representatives and with leadership where appropriate.
4. Represents the Camp when appropriate in maintaining good relations with relevant outside public and private organizations , or churches.
5. Keeps the Board of Directors informed of community relations issues.

Marketing & Promotions :

1. Oversees the preparation of camp brochures , promotional materials, and other literature
2. Organizes and coordinates Camp displays in Malls or other facilities.
3. In cooperation with the Board of Directors develops marketing and promotions strategies.

Other :

1. Acts as Manager for the trailer community.
2. Assumes the responsibilities of the Program Director in his absence.
3. Completes additional tasks as assigned by the Board of Directors.

General Qualifications :

1. The Executive Director shall have a personal relationship with God through faith in His Son, Jesus Christ, evidenced through a growing, maturing relationship that reflects obedience and surrender.
2. The Executive Director shall agree to and uphold the Lake Nutimik Baptist Camp Statement of Faith, Code of Conduct, and the Harassment & Abuse Policy.
3. The Executive Director shall support the Lake Nutimik Baptist Camp Mission Statement, and their Goals and Objectives.
4. The Executive Director must be a skilled administrator, organizer, and have excellent written and verbal communications skills.
5. Must be at least 21 years of age.

Education & Experience :

1. Four years of college or university education in related fields.
2. Minimum 3 years of camp administrative experience.

Forward resume to jobs@campnutimik.com