



## Camp Director Job Description David Thompson Bible Camp

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with the standards of spiritual and personal suitability, and therefore required to sign a Statement of Affirmation annually.

Empowered by the Field Director and the Ministry Point Board, the Director of David Thompson Bible Camp, with the tools and resources provided, is entrusted with fulfilling the purpose of One Hope Canada both personally and within their camp, and is responsible for all aspects of the camp. Directors will devote their full time and effort, energies and abilities, as reasonably required, at the discretion of the Field Director, for the proper and diligent fulfilling of their responsibilities with One Hope Canada.

### Primary Objectives

- To present the Gospel particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church.
- To accomplish the primary objective through camping ministry, by effectively leading a team to manage programs, sites, administration, and all other activities related to David Thompson Bible Camp.

### Functions and Responsibilities

Responsible to accomplish the evangelism and discipling ends of One Hope Canada through their camp program and ensure the Gospel is a part of all aspects of camp and other ministries.

1. In consultation with David Thompson Bible Camp Board, hire ministry team members. **20%**
  - To serve as chief administrator for the camp.
  - To recruit camp team members by following Board and One Hope Canada policies.
  - Manage exit interviews for all ministry team members.
  - Release personnel (when necessary) in consultation with the Camp Board.
2. Work with team members to plan, develop, manage and co-ordinate camp programs and activities while providing suitable training. **20%**
  - To delegate responsibilities.
  - To see responsibilities are carried out.
  - To co-ordinate, direct and guide the total camp program.

- To serve as friend and advisor to the team members.
  - To keep constantly aware of the prevailing conditions of the camp and yet allow each worker to operate to the extent of his/her ability.
  - To give direction in the training of camp team members.
  - To see that team meetings are held.
  - To improve the knowledge, skills, and abilities of the team members in the area of camp leadership and to spend time working on personal development.
3. Ensure that the core values and organization policies of One Hope Canada are adhered to. **10%**
- To plan a complete camp program in harmony with local and One Hope Canada policies.
4. Manage the budgets designated to the Director, through accurate record keeping, ensuring fiscal management and controls are in place and followed. Ensure adequate cash flow to sustain the programs and ministry. **15%**
- Assist the Finance Committee in Developing the annual Camp Financial budget.
5. Develop and maintain good public relations through effective vision casting, communication and promotion to the general public, campers, prayer partners and the local church. **15%**
- To assist the Camp Board in camp promotion and publicity.
  - To maintain good public relations with visitors to the camp.
  - To lead in the evaluation of the camp program and make suggestions for the following year's camp.
  - To pray for the camp ministry.
6. Monitor all aspects of the camp ministry to ensure risk management and safety procedures are in place and followed. **10%**
- To be responsible for the safety of campers and team members.
  - To be responsible for the welfare of each camper.
  - To ensure team members complete required safety and child protection training.
7. Work under the authority of the Field Director and Camp Board, maintain good, frequent and effective communications. **5%**
- To see the necessary forms are completed.
  - To serve as a non-voting member of the Camp Board.
  - To make a written report for the Annual meeting of the Camp Board.
  - To make written reports for each meeting of the Camp Board.

- To submit to the Alberta Field Director of camps an outline of the program for each session of the Camp.
8. Maintain all required records and reports in a secure location and ensure all required reporting is completed on time. **5%**
- Ensure the confidentiality of private information of missionaries, volunteers, summer missionaries, campers, etc. will remain confidential as per One Hope Canada Privacy Policy.

### **Core Competencies**

- Passion for the Gospel
- Time management
- Team Building
- Leadership Skills
- Finance Management
- Communication
- Planning and Organizing
- Self – Motivation
- Good Judgement

### **Job Requirements**

- Born Again Believer
- Follower of Christ
- Interviewed and approved by the local Camp Board

### **Education and Experience**

- Post secondary education in a related field is an asset
- Experience with camping ministry is a definite asset

### **Physical Demands**

While performing the role of a Camp Director, it is important to be able to move around the camp site, assist with maintenance issues and participate in skills and activities.