



## Camp Director Job Description

<b>Role Title:</b>	Camp Director
<b>Reports To:</b>	Field Director and Ministry Point Board
<b>Positions Supervised:</b>	All year-round missionaries, summer missionaries and volunteers at Echo Lake Bible Camp

### Overview of Role

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 standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

Empowered by the Field Director and the Ministry Point Board, the Director of Echo Lake 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, for the proper and diligent fulfilling of their responsibilities with the ministry point and One Hope Canada.

### Big Picture 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 One Hope Canada's purpose primarily through camping ministry, by effectively leading a team to manage programs, sites, administration, and all other activities related to Echo Lake Bible Camp.
- To provide an active and approachable ministry presence in the community year-round by maintaining regular office hours and providing programs and services.

### Key Responsibilities

- Lead a Ministry Team: 15%
  - Hire, train and oversee (*supervise*) all volunteers, year round missionaries and summer missionaries.
  - Release personnel (when necessary) in consultation with the Ministry Point Board.
  - Implement and maintain an effective communication strategy with all missionaries, staff and volunteers.
  - Implement a consistent and effective "continuous" evaluation process for all personnel including year round and summer missionaries and volunteers.

- The camp Director is a big picture visionary, a people manager who leads a team committed to building the Kingdom of God. As the camp's ministry is relational, strong communication and listening skills, as well as healthy conflict resolution, are important components of the Camp Director role. The Camp Director must be able to convey a sense of Christ-like hospitality and concern for guests, volunteers, and staff. Community and team building skills are very important to this role! Working with volunteers, summer volunteers and other staff offer great opportunities to establish positive team and mentoring relationships.
- Implement a sustainable, efficient and effective Gospel-centered program: 20%
  - Work with personnel to plan, develop, manage/coordinate programs and to provide adequate training.
- Oversee Risk and Safety Management: 10%
  - Ensure a thoughtful and careful approach to identifying and reducing risk.
  - Stay current and adhere to all federal, provincial, and regional health and safety standards and regulations.
  - Implement all existing One Hope Canada and Echo Lake Bible Camp risk management policies including child protection measures as explained through "In Safe Hands".
- Manage Camp Finances: 10%
  - Work with the Board Treasurer to develop the Operating Budget.
  - Manage the budget ensuring fiscal management and controls are in place and followed.
  - Ensure adequate cash flow to sustain the programs and ministry.
  - Meet targets established by the board for Operations, Sponsorship, and the Summer Team Honorarium Fund by designing and overseeing various fund raising activities.
  - Develop and build relationships with key donors, volunteers and suppliers (lunches, meetings, phone calls, cards, etc.).
- Maintain a big picture view of the ministry at all times: 10%
  - Convey and maintain organizational clarity with regard to mission, vision, and values.
  - Implement goals as set by the board and track achievement.
  - Maintain a culture of excellence in all areas and ensure compliance with various government agencies (Health Department, Ministry of Environment, Regional District)
  - Evaluate and adapt methods as needed to facilitate productive and sustainable ministry.
  - Expose areas of weakness and uncertainty, actively seeking out solutions.
  - Utilize and maximize ministry opportunities as they present themselves.
- Work under the authority of the Field Director and the Ministry Point Board, maintaining good, frequent and effective communications. 10%
  - Field Director
    - Attend conferences, webinars and regional gatherings as required.

- Carefully review and interact with all field director and mission communications such as the monthly News For You newsletter.
    - Be fully aware of all available mission resources in “Online Resources”.
    - Inform field director of any issue that may have legal or significant implications on the ministry of One Hope Canada.
  - Ministry Point Board
    - The Camp Director will seek to build and maintain a positive relationship with the Ministry Point Board and will work closely with them to fulfill their collective responsibilities. They will both communicate with a “full disclosure with no surprises” basis.
    - Provide a written comprehensive report of activities and plans to the Board monthly.
    - A transparent/full disclosure relationship between the Ministry Point board and the camp director must be maintained at all times. Approval of the Ministry Point board is required on all financial decisions that could impact the budget and on matters that could impact the camp’s reputation or overarching ministry vision.
- Public Relations: 10%
  - Develop and maintain good public relations through effective vision casting, communication, and promotion to the general public, campers, prayer partners and the local church.
  - Always act with high integrity, committing your personal qualities and skills to building trust and bringing credit to Echo Lake Bible Camp and One Hope Canada.
  - Maintain an approachable demeanor to encourage a sense of ownership and buy-in from all users, supporters and workers.
- Office Administration: 15%
  - Submit the camp’s annual One Hope Canada stats report on time.
  - Submit ministry highlights and stories to the mission as requested for promotional and reporting purposes.
  - Develop and maintain all required records and reports in a secure location and ensure all required reporting is completed on time.
  - Ensure that the core values and organization policies of One Hope Canada and Echo Lake Bible Camp are adhered to.
  - Ensure the confidentiality of private information of missionaries, volunteers, summer missionaries, campers, etc. will remain confidential as per the One Hope Canada Privacy Policy.

### **Core Competencies**

- Passion for the Gospel
- Time Management
- Team Building
- Leadership Skills
- Financial Management
- Communication Skills

- Planning and Organizing
- Self-Motivation
- Good Judgement

**Job Requirements**

- Follower of Christ

**Education and Experience**

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

**Salary**

- \$45,000-\$50,000

**Physical Demands**

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

*This job description is not intended, and should not be construed to be an exhaustive list of responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be applied.*