

Executive Director Job Description

Role Title: Executive Director
Reports To: Field Director and Ministry Point Board
Positions Supervised: All year round & summer missionaries at Manitou Lake Bible Camp

Overview of Role:

Empowered by the Field Director and the Ministry Point Board, as a follower of Christ in good standing with their local church, the Executive Director of Manitou 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, at the discretion of the Field Director, for the proper and diligent fulfilling of their responsibilities with One Hope Canada.

Key Responsibilities:

Responsible to accomplish the evangelist 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

- Hire, train and oversee (*supervise*) all staff. Release staff (when necessary) in consultation with the camp Board.
- Work with staff to plan, develop, manage and coordinate camp programs and activities, providing training and ensuring safety and child protection.
- Ensure that the core values and organization policies of One Hope Canada and Manitou Lake Bible Camp are adhered to.
- Develop and manage the camp budget ensuring fiscal management and controls are in place and followed. Ensure adequate cash flow to sustain the programs and ministry.
- Develop and maintain good public relations through effective vision casting, communication and promotion to the general public, campers, prayer partners, supporters and the local church.
- Monitor all aspects of the camp ministry to ensure risk management and safety procedures are in place and followed.
- Work under the authority of the Field Director and the Camp Board, maintaining good, frequent and effective communications.
- Maintain all required records and reports in a secure location and ensure all required reporting is completed on time.

- Ensure goal of discipleship is met through all of our programming and monitor for efficacy
- Oversee discipleship and mentoring program for staff and LITs

.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 Manitou Lake Bible Camp.

Core Competencies

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

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 Executive Director it is important to be able to move around the camp site and assist with maintenance issues and participate in skills and activities.