

Job Description - Camp Director

Summary:

The Camp Director is delegated with full authority and responsibility by the Mahoning Valley Christian Service Camp, Inc. Board of Directors to ensure proper function of the corporation pursuant to the purposes set forth in the Articles of Incorporation.

The Camp Director answers to the Board of Directors of Mahoning Valley Christian Service Camp, Inc. and must be a self-starter, planner, and organizer. Additionally, the Camp Director must be a visionary leader who looks for the future, motivates the Board and camp staff, giving direction with confidence. The Camp Director must be able to delegate, and control plans and budgets as approved by the Board of Directors. They will attend all scheduled Board meetings and report updates on four main accountability areas. (Ministry, Guest, Property, Financial)

Finally, the Camp Director is the key position of the camp and must be regularly visible to the community. Therefore, the Camp Director shall proactively make himself available for speaking engagements, presentations, etc. at churches and organizations. As such, it is critical that the Camp Director possess and utilize relationship building and public speaking skills. They should have the ability to motivate through speaking/presentations to attain prayer support, volunteer support, and financial support that will facilitate the ongoing ministry of Mahoning Valley Christian Service Camp.

Accountabilities:

1. Ministry Focus

- Must inspire, lead, and direct staff
- Must maintain regular communication with camp staff
- Oversee and approve all curriculums taught
- Working with deans and faculty members
- Seeking input from Board, ministers, and volunteer faculty
- Retreat Planning (Camp Sponsored)
 - Family retreats, youth retreats, sports retreats, financial retreats, women's retreats, men's retreats, minister's retreats

2. Guest Focus

- Must maintain regular office hours
 - Accessible to current/prospective guests daily
 - Daily returned telephone calls
 - Daily answered emails
- Dean Correspondence/Retreat Leader Correspondence
 - Planning meetings for camps
 - Encouragement/Counseling
 - Anticipating/Soliciting needs for camp/retreats weeks
 - Recruiting volunteers to serve in Camp weeks/retreats

- Church Relationships
 - Regular contact with stakeholder churches promoting camp attendance; service opportunities; financial support.
 - Maintain relationships with Senior Ministers Youth Ministers, mission committees, Elders/Deacons, camp representatives

3. Property Focus

- Manage the maintenance Supervisor on the following:
 - Promote service projects through volunteerism
 - Mowing crew scheduling
 - Cleaning crews
 - Special project assignments
 - Adopt-A-Building Program
 - All Property/Buildings prepared for Camps/Retreats
 - Ensure buildings are cleaned and stocked
 - Manage available technologies and usage

4. Financial Focus

- Manage Expenses
 - Monthly receipts and categorization for all expenditures
 - Maintain budget
 - Deposits
 - All incoming checks recorded and deposited expediently
 - Reporting as needed
 - All financial information (receipts, deposits, expenses) to accountant expediently
- Promote Giving
 - Regular correspondence to churches and individuals soliciting donations
 - Financial reports to churches and individuals

Minimum Qualifications:

- Must have a demonstrated passion for Christian camping
- Must be a member of a Christian Church/Church of Christ
- Must be a visionary leader
- Must be a self-disciplined planner and organizer with excellent time management skills
- Must be comfortable in public speaking venues and able to motivate and encourage people of various backgrounds
- Must be willing to perform tasks that are both administrative and physical in nature

Preferred Qualifications:

- Bachelor's degree in a ministry related or business-related field.
- Experience in Christian camping

Benefits:

- Mahoning Valley provides the Camp Director a 3-bedroom home on the camp grounds.
 - (Home utilities are the responsibility of the Camp Director)
- Mahoning Valley provides the Camp Director a camp vehicle for official camp use.
- Mahoning Valley provides the Camp Director a cellphone reimbursement.
- The Camp Director and family members may eat all "camp-provided" meals free of charge during camp weeks and retreats.
- The Camp Director is provided two weeks of paid vacation per year that must be taken outside the traditional summer camp season.
- Mahoning Valley will make a matching contribution to a qualified retirement account for the Camp Director.