CAMP CAMREC

JOB DESCRIPTION

TITLE: Executive Director

RESPONSIBLE TO: Camp Camrec Board of Directors

HOURS: Full-time, on site at CAMREC, with seasonal variation and some evening and weekend work, managed under CAMREC personnel and pay policies. Relocation and start timing will be agreed at appointment.

BENEFITS: Paid time off (vacation, sick leave and holidays) is based on seven weeks per year for a full-time appointment, prorated for approved weekly hours and the portion of the year employed, under CAMREC Personnel Policies. Housing provided (includes utilities, garbage, phone, internet, appliances). Retirement contributions after one year of employment, subject to applicable policy and eligibility.

HOURLY PAY: TBD

POSITION SUMMARY:

Provide creative, visionary leadership and direction for CAMREC programs and staff. First-year priorities are financial stability through increased use, appropriate pricing and fundraising; revitalizing summer camp and supporting volunteer-led retreats; and improving website, social media, email and newsletter communications. Work with the Board, staff and volunteers to advance CAMREC's mission.

The Executive Director reports to the CAMREC Board. The Board sets policy and approves budgets; the Executive Director implements Board decisions and manages operations within approved budgets, Personnel Policies and written delegations. Coordinate with committees and respect designated staff reporting arrangements, including conflict-of-interest safeguards.

DUTIES AND RESPONSIBILITIES:

1. Program

a. Oversee program implementation.

b. Work year-round with the Program Committee to plan, recruit for, prepare and evaluate summer youth camp. Supervise the seasonal Summer Program Director during the six-week appointment.

c. Provide vision for programming that meets constituent needs; recruit and support volunteers to organize WMF retreats using clear schedules, budgets, registration, promotion and hosting arrangements.

d. Oversee quality of the programs.

e. Evaluate programs and ensure recommended improvements occur.

f. Ensure appropriate medical arrangements, staff screening, orientation, documentation and safety preparations are completed before programs begin.

2. Staff

a. Recruit, hire, orient, supervise, support and evaluate staff within approved budgets, CAMREC Personnel Policies and Board-delegated authority. Follow policy and reserved Board authority for dismissals. Keep the Board informed and include Board representatives in year-round interviews and selection.

b. Evaluate year-round staff based on job description and goals of each position.

c. Maintain current job descriptions, personnel procedures, confidential records and regular performance feedback. Recommend policy and compensation changes for Board approval.

d. Provide opportunities for staff development and spiritual and personal growth.

e. Attend conferences and other educational opportunities that provide training and enhance job performance and satisfaction. Encourage year round staff to seek similar opportunities.

f. Recruit and coordinate volunteers and Voluntary Service worker(s) with designated supervisors and clear accountability for essential functions.

g. Work to foster a culture of collaboration, support, empowerment, creativity, and integrity.

3. Business Administration

a. Monitor expenditures and income, operating within the constraints of the approved budget unless approval is otherwise given by the Board.

b. Administer financial operations in consultation with the Treasurer; i.e. bookkeeping of rentals, program fees, donations, etc.

c. Develop specific policies, practices and procedures for camp operations and programs focusing first on safety and professionalism.

d. Maintain adequate insurance: general liability, property, medical, vehicle, accident, etc.

e. Maintain all federal, state, and local standards and file reports as required.

f. Understand tax exempt status of Camrec as it relates to rental and programming options.

g. Ensure timely rental responses and backup coverage. Manage the booking calendar, approved rates, agreements, deposits, confirmations, billing and collections.

h. Track inquiry sources, conversion to bookings, unused dates and guest feedback; improve rental procedures and develop new and repeat business.

i. Design and implement programs that address the capital and operational expenses of Camp Camrec.

j. Collect and preserve items of historical value such as photos, reports, minutes, etc.

4. Public Relations, Marketing, and Fundraising

a. Represent camp at WMF and local churches and be available to give programs and presentations.

b. Work with staff, board members, and volunteers in promotion and publicity.

c. Prepare and distribute promotional materials, brochures, exhibits, and newsletters.

d. Maintain accurate, timely website content, social media, email communications, registration and payment information.

e. Respond to concerns, compliments and inquiries relating to all aspects of camp.

f. Develop marketing strategies.

g. Seek ways to share ownership of the Mission of Camp Camrec with board, staff, volunteers, and constituents.

h. Lead donor cultivation, appeals and suitable grant applications with the Board. Maintain gift and grant records and required reports; support endowment development while respecting restrictions and Board authority.

5. Board Activities

a. Submit agenda items to the Board Chair for meetings.

b. Provide concise reports of camp activities for Board meetings.

c. Prepare concise year-end reports. Annually present goals to the Board.

d. Prepare the recommendation for the annual budget in concert with the Treasurer and present this draft to the Board for approval in advance of the WMF Annual Meeting.

e. Be a channel of communication with the Board for the staff.

f. Give vision to and implement the long term strategic plan.

6. General

a. Coordinate facilities and land stewardship with the Facilities Manager, Land Steward and Facilities & Land Committee. Ensure priorities, essential coverage, capital planning and wildfire resilience without assuming all hands-on duties personally.

b. Coordinate housekeeping and hospitality through assigned staff. When a Guest Services Manager is appointed, assign that role the lead for guest cleaning arrangements and departure inspections; the Facilities Manager leads repairs, maintenance supplies, waste disposal and kitchen-linen washing. Designate backup coverage whenever a role is vacant or unavailable.

c. Maintain emergency plans, safeguarding procedures, incident follow-up, secure system access and operational continuity.

d. Monitor and purchase office supplies.

e. Manage, and upgrade as needed, technology used at camp, including phone, internet, website and wifi.

DESIRED QUALIFICATIONS:

1. Commitment to CAMREC's mission and support for Mennonite/Anabaptist values, including peace, hospitality, community and care for creation.

2. Passionate about furthering the Mission of Camp Camrec.

3. Relevant educational background and/or experience working/volunteering at a camp/retreat center. Relevant camp leadership experience is preferred.

4. Desire to build relationships with church and community leaders.

5. Possess strong leadership and relational skills, knowledge of camp programs, good communication and speaking skills, computer skills, administrative skills, and energy.

6. Flexible to the ebb and flow of a camp operation, appreciation for both large groups of people and solitude.

HOW TO APPLY:

Email info@camrec.org with the subject "Executive Director Application", including:

1. Cover letter describing your interest, relevant experience, support for CAMREC's mission, earliest start date, relocation timing and willingness to live on site, and desired pay (recognizing that housing, internet, and utilities are provided).
2. Résumé and three references or Camrec Employment Application

Applications will be accepted until the position is filled.