CAMP CAMREC

JOB DESCRIPTION

TITLE: Interim Executive Director

RESPONSIBLE TO: CAMREC Board through its designated supervisory contact

HOURS: Flexible 0.5–1.0 FTE (approximately 20–40 hours per week), with an agreed schedule and approved hours budget. Some evening and weekend work may be needed under CAMREC personnel and pay policies.

TERM: Initial three-month appointment, with a review after 30 days and extensions by mutual agreement during the permanent Executive Director search. Start as soon as practical.

LOCATION: Remote work permitted. Orientation, staff contact, camp visits and on-site coverage arrangements will be agreed before 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. Optional provided housing (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 dependable operational leadership, staff support and responsive rental communications during CAMREC's transition to a permanent Executive Director. Prioritize continuity of essential operations, assigned staff supervision, financial visibility and winter coverage. Advance near-term staffing, communications and revenue priorities as agreed with the Board and within available hours.

The interim Executive Director reports to the CAMREC Board, implements Board decisions and works within approved budgets, Personnel Policies and written delegations. At appointment and the 30-day review, agree on a practical 30–90-day work plan reflecting the appointee's skills and approved hours. Respect designated reporting relationships and conflict-of-interest safeguards. Broader strategic planning, program expansion and capital initiatives require specific Board assignment and capacity.

DUTIES AND RESPONSIBILITIES:

1. Program

a. Coordinate essential operational support for scheduled programs and volunteer-led retreats. The Program Committee retains leadership of summer planning and recruitment during the transition.

b. Help ensure that program preparation, staff screening, medical arrangements and safety tasks have assigned leads and deadlines. Resolve or escalate coverage gaps.

c. Coordinate with the Program Committee and any Summer Program Director appointed during the interim term; undertake additional supervision only as assigned by the Board.

2. Staff

a. Supervise the current Camp Director's agreed responsibilities during the staffing transition, as assigned by the Board, using clear priorities, realistic deadlines and regular check-ins. Work with the current Camp Director, other staff and the Board-designated transition lead to document procedures, records, access and recurring responsibilities and coordinate any agreed reassignment of duties. Support continuity for staff continuing in current or revised roles under the new structure without presuming an employment departure.

b. Coordinate operational priorities and coverage with the Facilities Manager, Land Steward and Facilities & Land Committee. Committee supervision remains in place unless the Board explicitly approves a change and identifies the effective date and supervisory contact. Supervise the Guest Services Manager, if appointed, and coordinate confirmed-group hosting and agreed meal arrangements within the approved work plan.

c. Coordinate finance and operations assistance through the Treasurer, who supervises the Finance & Operations Assistant and oversees financial accuracy.

d. Help the Administration and Facilities & Land Committees recruit and orient the Facilities Manager within approved budgets and written hiring authority. Follow Personnel Policies and reserved Board authority for personnel decisions.

e. Maintain clear assignments, regular feedback, confidential records and a collaborative staff community. Recommend urgent personnel or procedure changes rather than undertake a comprehensive policy overhaul.

3. Business Administration

a. Coordinate responsibility for rental inquiries and reservations with the current Camp Director and the Board-designated transition lead, documenting who handles each task and when any agreed reassignment takes effect. Ensure timely acknowledgment, follow-up and backup coverage throughout the transition.

b. Coordinate the booking calendar, approved rates, agreements, deposits, confirmations, billing and collections with assigned staff. Arrange an on-site host when groups are scheduled; remote leadership does not itself provide on-site coverage.

c. Review cash needs, budget-to-actual results, outstanding balances and immediate financial risks with the Treasurer; recommend timely action.

d. Confirm bookkeeping and financial-control assignments with the Treasurer. Use trained assistance while retaining accountability for functions assigned to the interim role; identify and escalate backlogs or continuity risks.

e. Maintain essential operational records, insurance and compliance deadlines, and safe procedures with responsible staff and advisers. Obtain Board approval for commitments outside delegated limits.

4. Public Relations, Marketing, and Fundraising

a. Ensure timely, accurate website, email, social-media and Chumstick communications with staff and volunteer assistance.

b. Maintain responsive communication with guests, churches, donors and partners; document commitments and unresolved concerns.

c. Improve inquiry tracking, follow-up and repeat-booking opportunities as time permits.

d. Advance time-sensitive donor communications, appeals or grant opportunities within the agreed work plan. Long-term fundraising campaigns and endowment development remain with the Board unless specifically assigned.

5. Board Activities

a. Provide concise updates on operations, staffing, finances, transition progress, risks and decisions needed; submit agenda items through the Board Chair.

b. Translate immediate Board priorities into assigned tasks, deadlines and progress checks. Bring gaps in authority, resources or coverage promptly to the Board.

c. Prepare a clear handoff for the permanent Executive Director, including procedures, access, financial status, staffing arrangements and outstanding commitments.

d. The interim appointee may apply for the permanent role through the regular search process but shall not evaluate candidates or participate in selecting the permanent Executive Director.

6. General

a. Coordinate winter facilities coverage with the Facilities & Land Committee, Facilities Manager and Land Steward. Ensure a designated on-site response lead and backup arrangements during absences.

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 for vacant roles or absences without assuming all hands-on work personally.

c. Maintain emergency contacts, safeguarding procedures, incident follow-up, secure system access and essential technology continuity with responsible staff and advisers.

DESIRED QUALIFICATIONS:

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

2. Strong communication, organization, administration, dependable follow-through and relationship-building skills.

3. Relevant educational background and/or experience working or volunteering at a camp or retreat center. Familiarity with CAMREC or another Christian camp, camp leadership, or nonprofit administration is preferred.

4. Sound judgment, confidentiality, respectful supervision and ability to work collaboratively with staff, committees, volunteers and the Board.

5. Ability to use common digital systems, establish priorities and coordinate essential financial and personnel tasks with the Treasurer and Administration Committee.

6. Availability for regular communication across an agreed work schedule and flexibility for a temporary leadership transition.

HOW TO APPLY:

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

1. Cover letter describing your interest, relevant experience, support for CAMREC's mission, preferred weekly hours, earliest start date, ability to work remotely or interest in on-site housing, and desired pay (recognizing that housing, internet, and utilities may be provided).
2. Résumé and three references or Camrec Employment Application

Applications will be accepted until the position is filled.