

## Wi-Ne-Ma Christian Camp – Executive Director Position Description

### Executive Director Position Description

The primary purpose for Wi-Ne-Ma Christian Camp is to proclaim the Gospel of Jesus Christ and encourage people to come into a relationship with Him as their Lord and Savior. Wi-Ne-Ma Christian Camp does this by coming along side constituent churches, partnering, and assisting them in the implementation of their goals and mission. Wi-Ne-Ma provides accessibility to youth, adult, and family camps and conferences via a Christian Camping experience where people are surrounded by God's magnificent beauty as on display at the Oregon Coast. Here at Wi-Ne-Ma Christian Camp, people can come to know Christ, and be encouraged to live as a Christ follower.

### Overview

The Executive Director is the key management leader of Wi-Ne-Ma Christian Camp. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the Camp. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

### Responsibilities and Duties

- 1) **Board Governance:** Works with the Board in order to fulfill the Camp's Mission.
  - Oversees and assists with the development, implementation, and evaluation of programs and services that support the Camp's mission.
  - Communicates effectively with the Board providing information necessary for the Board to function properly and to make informed decisions.
- 2) **Financial Performance and Viability:** Develops and manages resources sufficient to ensure the financial health of the Camp in concert with the Board Treasurer.
  - Leads the staff and Board in developing the annual budget.
  - Submits to the Board an annual budget and regular financial statements, which accurately reflect the financial condition of the Camp.
  - Manages the Camp's financial resources consistent with the approved budget, ensuring responsible oversight of the Camp's financial activities.
- 3) **Mission and Strategy:** Works with Board and staff to ensure the Camp's mission is fulfilled through programs, strategic planning, and outreach to constituent churches.
  - Responsible for implementation of Wi-Ne-Ma Christian Camp's programs consistent with the Camp's mission.

- Responsible for strategic planning to ensure that Wi-Ne-Ma Christian Camp can successfully fulfill its mission into the future.
  - Responsible for the enhancement of Wi-Ne-Ma Christian Camp's image and reputation by:
    - i) Being active and visible in the local community
    - ii) Building relationships with identifiable constituent churches; partnering with, and assisting them in meeting their goals and mission, through a camping ministry
    - iii) Develops relationships with current and potential donors. Participates in church and Christian camping networks that create connections to support the Camp's ministry.
- 4) **Wi-Ne-Ma Christian Camp Operations:** Oversees and implements appropriate resources to ensure that the Camp's operations are appropriate.
- Works with the Executive Committee (Personnel Committee) to hire and retain key positions such as Facilities Manager, Assistant Camp Manager, Food Service Director, etc. Is competent to hire and maintain other staff members as necessary.
  - Develops a staffing structure that ensures the Camp's facilities, services, and programs function to accomplish the Camp's mission.
  - Reviews and revises personnel policies for annual Board review and manages the staff review process.
  - Represents the Camp in business relationships. Ensures compliance with standards as directed by governmental agencies, insurance requirements, and other regulatory agencies.
  - Manages and / or delegates day to day oversight of Camp activities and responsibilities.

#### **Actual Job Responsibilities**

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the Camp.
2. Protect and work toward aligning Camp activities with the mission and purpose of Wi-Ne-Ma Christian Camp.
2. Operate as the Human Resource administrator in hiring and management of full-time, part-time, and seasonal staff.
3. Operate as the Office Manager – Organization of Camp records, processing registrations, maintaining data bases, ordering supplies, reception, and customer service.

4. Operate as the Guest Services Director – recruitment, scheduling, support, and follow up of Guest Groups.
5. Operate as the Program Director – develop policies and procedures for youth camps and family conferences, maintain communication with camp and conference leaders and staff, provide resources for the accomplishment of these programs.
6. Operate as the Marketing/Development Director – variety of communication with donors, maintain website, produce newsletters, represent the Camp at public events, develop relationships, engages in fundraising and developing other revenues.
7. Interpret and apply the various camp policies in the performance of the Camp's ministry.
8. Oversee compliance with various regulatory agencies, evaluate risk management practices, seeks the safe operation of the Camp for both campers and staff.
9. Other duties/responsibilities as delegated by the Board of Directors.

### **Qualifications**

- Education – Bachelor degree and 10 years of experience in appropriate field, such as Christian ministry – Church and/or Christ-centered organizational ministry.
- Personal characteristics – Faithful and demonstrable commitment to Jesus Christ as Savior and Lord. Desire to serve Christ through Christian Camping ministry. Demonstrable leadership ability. Relationship building skills. Dependable. Organized. Flexible.
- Possesses a pastoral heart and demeanor, and is able to lead, and minister unto others.
- Agrees with, supports, and will not intentionally detract from the basic tenets of The Stone / Campbell Restoration Movement principles, some of which are:
  - “Where the Bible speaks, we speak; where the Bible is silent, we are silent”.
  - “The church of Jesus Christ on earth is essentially, intentionally, and constitutionally one.”
  - “We are Christians only, but not the only Christians.”
  - “In essentials, unity; in opinion, liberty; in all things, love”
- Specific skills – Competencies in communication (verbal and written), use of computer for communication, research, record keeping, scheduling), personnel management, time management, organizational management, conflict resolution, customer service, adaptability, able to learn new skills as needed.

- Certifications – Bonus if they can get their Lifeguard certification. Food Handlers Card. Red Cross or other First Aid certification.
- Physical abilities – Ability to perform occasional physical labor – lift and carry up to 50 lbs, walk over uneven terrain for short distances, stand for periods of time (Sunday afternoon registrations, serving meals, washing dishes). Capacity to learn how to operate power equipment safely and effectively.