

POSITION DECLARATION FOR EXECUTIVE DIRECTOR

TITLE:

Executive Director of Camp Alexander Mack, Inc.

FUNCTION:

To be the Executive Officer of the Indiana Camp Board of Directors (ICB). To serve as the Executive Director in administering the camp. To develop policy and long-range goals for the camping ministry in partnership with the ICB. To coordinate, develop, and promote the camping and retreat ministries of Camp Alexander Mack (Camp Mack).

LINE OF AUTHORITY:

Directly responsible to the Indiana Camp Board.

REPORTABILITY:

Report at each Board Meeting (ICB). Provide a verbal report to the Districts of Indiana at district conferences. Provide a written report annually to all members of the Church of the Brethren in Indiana. Meet with the Indiana Camp Board annually to complete a performance and wage review.

ACCOUNTABILITY:

The person shall be accountable to the ICB for implementing policy. The person shall be accountable to grow professionally and provide leadership to our ministry by working with the ICB, districts & congregations, staff, guests, and professional colleagues and organizations. The person shall uphold camp policy, and extend courtesies and services to guests, campers and other persons on the grounds.

QUALIFICATIONS:

1. The person needs to be a Christian with a growing faith and a clear understanding of the Church of the Brethren. He/She needs to feel a calling towards this level and style of ministry. His/Her lifestyle needs to be an expression of Christian ethics and principles. The person needs to be a spiritual leader for this ministry with the ability to manage the camp with sound fiscal practices, strong ethics, and high integrity.
2. The person needs to be at least 25 years of age and have a bachelor's degree. Any other professional certifications will be considered as their value pertains to Camp Mack.
3. The person needs to have a people-centered leadership style. They should have effective supervisory experience with the ability to hire, train, lead, and develop staff as well as recruit, and lead volunteers in all areas of Outdoor Ministries in a Christ-centered manner.

4. The person needs to be enthusiastic and be able to create excitement in others. The person needs to be gifted in relating to people of diverse backgrounds and able to interpret Camp Mack mission and policies. The person needs to establish relationships that promote the image and ministry of Camp Mack with all constituent groups.

5. The person needs to demonstrate excellent communication skills. The person needs to show emotional and social intelligence and be collaborative and innovative.

RESPONSIBILITIES

I. Person has responsibility to develop and implement policies and programs of the Indiana Camp Board.

STANDARD OF PERFORMANCE:

1. Serve as innovator for goals, strategic planning, financial and marketing planning, long-range planning, and professional training resources for the Indiana Camp Board.
2. Be a listener and feed suggested ideas into agenda of the ICB.
3. Assist the Indiana Camp Board Chair in preparing the Board agenda and ensure all materials are available to Board members.
4. Uphold camp policies established by the Board, presenting new policies and programs for approval.
5. Meet with all committees of the Indiana Camp Board.
6. Propose to ICB development and sustainability strategies including fundraising goals.
7. Coordinate activities approved by and planned by the Indiana Camp Board.
8. Speak on behalf of the ICB.
9. Be the final authority on all camp matters within the approved executive limitations of the Executive Director.

II. Person has responsibility for staffing.

STANDARD OF PERFORMANCE:

1. Recruit, interview, hire, train, supervise, and develop staff.
2. Conduct regular staff meetings. Create a culture of collaboration, accountability, welcoming, and Christ-centeredness.
3. Listen to staff ideas and concerns, looking for innovative opportunities.
4. Review staff performance, develop the staff team, and address any performance issues. Determine job descriptions and compensation packages for all staff using guidelines established in the operations manual.
5. Demonstrate staff support by providing internal and external professional growth experiences and celebrating milestones and accomplishments as a community.
6. Provide fellowship and recreation for staff as appropriate.
7. Delegate responsibility.

III. Person has responsibility to oversee administration of the camp.

STANDARD OF PERFORMANCE:

1. All state regulations and health codes are met or exceeded.
2. Professional accreditation and certifications are maintained.
3. Interpret Camp Mack policy.
4. Prepare, administer, and monitor budget with an eye toward long-term sustainability.
5. Be available with a mobile phone at all times, leaving a number and how to be reached if out of a cell service area.
6. Act on behalf of the Indiana Camp Board in between meetings in administering the camp, being able to deal with emergencies and make appropriate decisions.
7. Act as purchasing agent.
8. Serve as custodian of important papers and legal documents.
9. Remain informed of legal responsibilities, issues, and pending legislation and keep camp in compliance with laws.
10. Review and implement the risk management plan.
11. Write and publish annual report.
12. Maintain current operations and policy manual.

IV. Person has responsibility to oversee the promotion and scheduling of programs and facilities.

STANDARD OF PERFORMANCE:

1. Coordinate the interpretation of Camp Mack's program and facility to guests, community, and interested groups.
2. Supervise the scheduling of groups for maximum effective use of facility. This schedule will coordinate different groups using the facilities at the same time.
3. Be available to program persons and local congregations as resource person for Camp Mack's outdoor ministries.
4. Seek out nontraditional opportunities for organizations and individuals to engage with and experience Camp Mack.
5. Encourage and recruit volunteers.
6. Provide hospitality and sanctuary to all persons at Camp Mack.

V. Person has responsibility to grow professionally.

STANDARD OF PERFORMANCE:

1. Maintain membership in ACA, CCCA and OMA.
2. Read books related to camping, not-for-profit administration, leadership, and fiscal responsibility. Subscribe to not less than one professional magazine.
3. Participate in conferences (ACA, OMA, CCCA, Annual Conference, etc.), workshops, and seminars which strengthen skills in administration, leadership, and program at Camp Mack, with the expense account being determined in the budget by the Executive Committee and approved by the Indiana Camp Board.
4. Maintain a library of professional resources relating to camping, not-for-profit administration, leadership, and fiscal responsibility.