

Executive Director Job Description

Purpose:

To lead camp operations, mentor and minister to staff and develop leaders, and together with the Board achieve Kedleston's mission and vision.

Statement of Faith

As a foundation of this role, the Executive Director (ED) of Kedleston Gospel Camp Inc. (KGC), is expected that one would be in agreement with the Statements of Faith of both the Apostolic Church of Pentecost, and Kedleston Gospel Camp. The expectation would be that our ED of KGC consistently demonstrates Christian character, the Fruit of the Spirit, in his/her personal and professional life and follows the teachings of Jesus Christ. It is important that the Executive Director has a connection with a local body, specifically regular attendance and service within a local supporting church body.

Term: full-time permanent salaried

Some flexibility of hours is expected given a larger proportion of hours will be spent in the summer months. Be onsite at least 5 days per week during camp operations May 1 to September 15 to provide in person contact for staff, volunteers, campers, and strategic partners.

Core competencies / skill requirements / demonstrated behaviours:

- Ability to develop leaders.
- Ability to develop a vision for camp ministry
- Ability to be strategic in analyzing gaps, deficiencies, and threats to achieve the Camp's vision and maximize strengths and resources to achieve results.
- Ability to communicate effectively
- Ability to motivate and garner support of others.
- Ability to manage projects to completion
- Ability to show Christ's love in all situations
- Ability to stay motivated and work independently.
- Ability for delegation and time management
- Ability to develop and follow a budget

Key accountabilities:

Nurture staff, develop leaders, and lead well

- Develop a culture of ministry and care to staff and volunteers.
- Develop leaders and accountabilities in functional structures to achieve the overall mission and vision. Supervise all staff and volunteers as per organizational structure developed by the Executive Director.
- Final hiring decision for all staff & volunteer operational positions
- Able to discipline staff and volunteers in a Christ-like manner, coaching, disciplining, and when necessary, terminating the staff member or volunteer's responsibilities according to policy.
- Ability to select and lead a Camp staff and volunteer team to maximize camper spiritual growth, participation, and enjoyment.

- Lead operational committees including, but not limited to, ministry and programming committee and others that the ED may initiate.

Lead & inspire quality programming that brings campers back again:

- Statement of Faith and Camp Mission and Vision are paramount and all camp activities are consistent with the same.
- Balance engaging spiritual and fun of camper activities at all age groups
- Work with team to build a strong vision and understanding of what programming at Kedleston Gospel Camp

Operate camp within the delegated authority of the Board:

- Maintain and follow adequate operational policies including hiring, registration, financial, and other procedures.
- Contribute to budget conversations with the board, and follow through by managing, distributing, and reporting on the annual operations budget along with the Treasurer.
- Prepare and present a review of camp operations for the Board in a format developed with the Board at each meeting and annually.
- Operate camps with the rolling 5 year strategic plan developed in conjunction with the Board.
- Strategically manage upkeep and growth of all facilities and resources of Kedleston Gospel Camp
- Attend and have a full voice at all Board meetings

Protection of Campers, Staff and Kedleston:

- Submit to a criminal record and vulnerable sector check and not have a criminal record involving offences against vulnerable persons.
- Ensure the physical, mental, and spiritual safety of all staff & campers is paramount.
- In conjunction with the Board, complete an annual risk assessment of areas including, but not limited to: infrastructure, safety (camper, staff, visitor), programming, trends in society (e.g. LGBTQ concerns) and any other reasonable risks to be foreseen and implement mitigation strategies.

Relationships

- Represent the Lord well as people see you as the face of Kedleston.
- Build and deepen working relationships with sponsoring churches, their pastors.
- Strive for strong connection with relevant colleges and parachurch organizations.
- Network and learn from other camps informally and through formal partnerships/memberships.
- Be a friendly neighbor to tenants, local government, and nearby communities.
- Facilitate Kedleston's presence to current and potential campers, donors, and other members of the public through various appropriate media.
- In conjunction with the Board develop and execute a fundraising plan annually, for both operating budgets and special projects.
- Connect with and foster a community of volunteers

Reports to:

Board of Directors