

Job Description

Summit Grove Camp & Conference Center

Position: Executive Director

Responsible to: The Board of Directors

Overview

Summit Grove is a Christian camp focusing on introducing people to Jesus Christ as Saviour and helping them grow in Biblical faith. The Executive Director is the leader of the Camp Employees and the Camp Volunteer Staff. He gives direction to the day to day operations of the camp and ensures a positive working environment in conjunction with the camp vision and values. A commitment to excellence, to personal spiritual growth, and to do all work to the glory of God is a must.

Qualifications

- Must have a personal relationship with Jesus Christ and growing in their faith
- At least two seasons of camping experience
- Experience with financial systems, people management, and large group events
- Understanding of marketing strategies
- Able to oversee fund raising through personal contact and group events
- Able to identify strengths in employees and assist in spiritual growth
- Willingness to engage in future learning situations
- Commitment to invest in the lives of young people.
- Willingness to live and work in a camp setting and work irregular hours including weekends.
- Shall live in agreement with the Statement of Faith of The Christian and Missionary Alliance.

Specific Responsibilities

1. To oversee and put into place a leadership team that shall manage the camp property, direct specific camp programming and initial the development of a master plan.
2. Shall engage in the development of a strong financial base, clear financial records and the recruitment of available funds for camp ministries.
3. Shall cooperate with the EPA and Mid Atlantic District of the CMA Leadership in the oversight of the District Family Camp.
4. Develop a system for recruiting camp staff and volunteers.
5. Define and monitor crisis management procedures.
6. Provide an atmosphere of spiritual growth for employees and volunteer staff.
7. Report quarterly to the Board of Directors through a written statement.
8. Oversee security of the camp grounds in cooperation with local authorities.
9. Connect and develop relationships with Alliance Churches, community churches, and businesses to share the vision of the camp.
10. Engage with Churches regionally in sharing camp options for retreats and conferences.
11. Oversee a marketing strategy and fund raising strategy.

Signature _____ Date _____