



## **Executive Director Position**

### **Summary:**

The Executive Director is accountable to the Rough Acres Board of Directors and reports to the Board Chairperson and Vice Chairperson. The purpose of this position is to oversee all aspects of operation, promotion, development, and ongoing stability for Rough Acres Bible Camp in a manner that provides the finest possible platform for the proclamation of the Gospel. The Executive Director will supervise all full-time, part-time, and volunteer staff, ensuring the safety of all persons on the property. The Director will also ensure that the program and use of the property comply with standards set by the RABC board. The job is a mixture of onsite for the summer months and from home during the off season. This position requires that the Executive Director has a personal relationship with Jesus Christ, as well as organizational, leadership, and delegating skills.

### **Responsibilities:**

#### **1. Leadership:**

- Maintain organizational clarity with regard to mission/vision, and core values.
- Supervise all staff and nurture a positive environment for staff and guests.
- Collaborate with the Board of Directors to develop and achieve mission/vision goals.
- Keep informed of current camp trends through research and consultation with other camps.
- Plan, implement, and evaluate changes as needed in the Operations Manual and staff handbook.
- Direct seasonal staff hiring process and training programs.
- Provide direction for Leaders in Training (L.I.T.) and work crews.
- Promote effective teamwork between the Board of Directors, Program Director, and staff.
- Ensure compliance with various government agencies (Health Department, Ministry of Environment, etc.).

#### **2. Staffing:**

##### **2.1 Recruiting**

- Process applications and resumes of all potential summer, seasonal, and volunteer staff.
- Ensure all staff are properly screened including Criminal Record checks, references, applications, and interviews.
- Ensure all positions are filled including summer program director, lifeguard, cabin leaders, speakers, cooks, dining room supervisors, maintenance crew, support staff, etc.
- Visit local churches, Christian schools, Bible colleges and youth groups to share about the opportunities to serve at RABC.
- Provide staffing report and update the Board of Directors regularly of all staffing needs.

##### **2.2 Relational**

- Provide appropriate team-building opportunities prior to each camp for all staff to become acquainted with each other, the RABC site, and the camp objectives.

- Direct and support all staff and volunteers, providing prayer, advice, and encouragement.
- Be a Godly example to staff and campers; consistently and lovingly enforcing rules and expectations of RABC.
- Maintain contact with staff and volunteers through quarterly newsletters (Rough Acres Review).

### **2.3 Database**

- Maintain a complete database of current and past staff including names, addresses, phone numbers, email addresses, etc.
- Complete evaluation process for all staff members for future reference.
- Maintain files for staff members with application forms, Criminal Record checks and yearly evaluations.

## **3. Programming:**

### **3.1 Summer Program**

- Work with Summer Program Director to oversee and run all aspects of the summer camp program, filling in as Program Director as needed.
- Schedule staff and volunteers into positions/responsibilities for each week of the summer, including activity assignments, time off, sharing at campfire, etc.
- Be a liaison for potential parental concerns regarding their children or the camp program.
- Ensure “lights out” is adhered to by staff and campers.
- Work through discipline issues among the campers and the staff in cooperation with the Program Director.
- Oversee emergencies and help involved parties work through incidents; Ensure all incidents, misconducts, or abuse issues are promptly relayed to the Board Chairperson.
- Review and maintain our safety guidelines to come in line with the B.C. Camping Association (BCCA) standards.
- Ensure payroll and bills are paid in an efficient and timely manner.

### **3.2 Non-Sumer Program**

- Develop, plan, and organize off-season programming and use of facilities (Rentals, Retreats, etc.)
- Organize volunteers and speakers for RABC sponsored events.

## **4. Promotion:**

- Ensure that materials for camp promotion such as camp photography are gathered.
- Participate in the development of all promotional material and ensure our camp website and other promotional material is updated regularly.
- Manage the publicity and promotion of RABC including multi-media presentations, display boards, and quarterly newsletters for our constituent and other supporting churches.
- Promote existing programs by developing brochures and maintaining frequent contact with our constituent church representatives and pastors.

## **5. Facilities:**

- Ensure facility is maintained and have a general understanding of all equipment.
- Ensure a safe environment for all staff in accordance with Workplace and Safety Standards.

## **6. Finances:**

- Work with the Treasurer and the Board of Directors to prepare a comprehensive budget.
- Work with the Board of Directors to secure adequate funding for the operations of RABC (apply for annual staffing grants, etc.)
- Ensure that RABC Society carries the appropriate and adequate insurance, and understand the terms, conditions, and limitations of the insurance coverage.
- Ensure employee time sheets are handed in to the Treasurer for payroll and record keeping purposes.

## **7. Board:**

- Communicate regularly with the board, providing updates for clarity and understanding.
  - Attend all General Board meetings\* and report ministry statistics.
  - Prepare an annual report for the Annual General Meeting of the Society (November).
  - Work together with the Board of Directors and Board Committees for long-range planning.
- \* This is a non-voting position.

## **8. General**

- Perform all duties adhering to the Rough Acres Bible Camp Constitution, Code of Conduct, Staff Handbook, Operations Manual and other Rough Acres Bible Camp policies.
- Attend annual Christian Camping Conferences as requested by the Board.
- Ensure all records, supplies, camp stock, and facilities, are well organized.
- Maintain proper files for all campers, staff, first aid requirements, and safety issues; including reports of abuse or misconduct.
- Ensure personal records are always kept in a secure location.

## **Benefits:**

Lodging – Will be arranged onsite for summer months.

Meals- (for you and your immediate family members) may be eaten at no charge in the dining hall during RAB events and summer programming. (Specialty foods as desired or needed are the responsibility of the staff member.)

Vacation- Three weeks annual paid vacation in the off-season.

**The intensity and focus of this position vary seasonally – It is not a typical 9:00-5:00 job.**

The job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be assigned. A more detailed list of duties to prepare for the summer camping season is available.