

IMADENE SOCIETY



EXECUTIVE DIRECTOR

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I. JOB SUMMARY

The Executive Director oversees all operations of Camp Imadene and its affiliated programs as the on-site representative of the Board of Directors of the Imadene Society (IS). This includes all camping programs on the main property, the Wildside program, the Auxano discipleship school, special events, and all guest group rentals. The Executive Director responsibilities include:

1. Ensuring that the Mission, goals, objectives, and policies of the IS are carried out;
2. Developing systems and structures that nurture, supervise, and develop the ministry, support staff and volunteers;
3. Overseeing the day-to-day business and operations of Camp;
4. Administering the operational budget of the IS;
5. Supporting the IS Board and Fund Development Committee in fundraising;
6. Ensuring the maintenance and security of Imadene's properties are managed effectively;
7. Overseeing publicity, marketing, and merchandising;
8. All public relations, including being the main contact for media and partnering organizations;
9. Monitoring all programs;
10. Hiring, evaluating, supervising, and terminating personnel;
11. Overseeing guest group programs;
12. Assisting the Board in developing the vision and strategic plan, and lead the staff in implementation;
13. Fostering clear communication amongst Imadene's community;
14. Ensuring the Board is well informed of all significant operations and personnel issues.
15. Working onsite at Camp Imadene

II. REPORTING RELATIONSHIP

The Executive Director is accountable to, and takes direction from the Imadene Society Board of Directors. The Chair is the main contact for the Board.

III. RESPONSIBILITIES

A. Leadership

1. The Executive Director is the delegated authority in all aspects of the Camp program including:
 - a) interpretation and implementation of Camp policies;
 - b) training of all staff (paid and volunteer) in Camp policies and procedures.
2. The Executive Director ensures that Biblical standards are set and maintained in the areas of:
 - a) spiritual program;
 - b) moral standards;
 - c) social relationships;
 - d) physical activities (everything at Imadene should be "fun-filled, safe, and wholesome").

B. Business/Administration

The Executive Director is responsible for the operating budget and provides assistance to the Finance Committee of the IS in preparing monthly financial statements and the budget prior to the new fiscal year.

The Executive Director oversees the day-to-day office operation and administration.

C. Publicity and Public Relations

1. The Executive Director promotes the interest and image of Camp Imadene to four groups of people:
 - a) supporting Churches and their leadership;
 - b) other participating Churches and organizations;
 - c) participants of Camp Imadene (campers, parents, volunteers, donors, etc.);
 - d) the general public.

2. The Executive Director acts as a liaison for the IS Board with:
 - a) supporting and participating churches and other organizations;
 - b) all necessary agencies.
3. The Executive Director is able to present a unified vision to the above constituencies in written and verbal communications.
4. The Executive Director is the primary point of contact for the IS with the media.
5. The Executive Director oversees the development and production of printed and electronic materials for Camp Imadene. This includes:
 - a) all promotional webpages, brochures, posters, flyers, displays, blogs;
 - b) regular newsletters, promotional emails, and prayer updates;
 - c) official documentation such as Annual Reports.

D. Programs

1. The Executive Director, with input from the IS Program Committee and other sources, has overall responsibility for all programs held under the auspices of Camp Imadene. This includes:
 - a) overseeing the registration process for all camping programs;
 - b) monitoring the physical, emotional, moral, and spiritual tone of each camping program, and if necessary, intervening to ensure that Biblical standards are maintained;
 - c) reviewing and evaluating each individual camp with the Weekly Director at its conclusion and reporting these findings to the IS Program Committee;
 - d) overseeing the development and implementation of programs that will utilise Camp Imadene's resources and promote the organization's mission on a year-round-basis;
 - e) developing follow-up programs for those campers that require it.

E. Staff

1. The Executive Director is responsible for all staff who work at Camp Imadene. This includes both paid and volunteer staff.
2. The Executive Director consults with the IS Personnel Committee in:
 - a) establishing the Job Descriptions and terms and conditions of employment for all new permanent staff positions;
 - b) selecting personnel for all permanent staff positions;
 - c) establishing any significant (longer than 2 weeks or exceeding \$1000) training opportunities for paid or volunteer staff;
 - d) advising on known or observed performance of personnel;
 - e) disciplining staff or any person for cause on the property or involved in a camp-related activity;
 - f) terminating the services of any employee or volunteer (discussed in advance with the IS Personnel Committee for staff positions, and with the Weekly Camp Director for volunteers);
 - g) recruiting Weekly Camp Directors
3. The Executive Director will provide staff with annual reviews, and provide feedback to summer staff on their performance.
4. The Executive Director will review prospective volunteer camp staff with each Weekly Camp Director.
5. The Executive Director shall follow all Staff Hiring Practices as set out by the IS Board, as well as the BC Employment Standards Act.

F. Site Management and Planning

1. The Executive Director oversees the maintenance management of the physical property as it relates to the program goals and objectives of the IS.
2. The Executive Director oversees the safety and security of Camp Imadene's properties and all guests.
3. The Executive Director participates with the IS Board on short-term and long-range planning. This will involve identifying and analysing trends.

G. Committees

1. The Executive Director acts as ex-officio member at IS committees as specified by the IS Board. Attendance at every committee meeting is not mandatory.
2. The Executive Director is responsible to read and file all minutes of meetings and be aware of all decisions. The Executive Director will encourage and support the committees as needed.

IV. QUALIFICATIONS

1. Personal Requirements:
 - Leadership, reliability, discernment, tact, and initiative.
 - A "life-long learner" aware of current theological and organizational issues affecting the ministry.
 - Valid Class 5 driver's license.
 - Current Criminal Record Check.
2. Spiritual Requirements:
 - A demonstrated faith in Jesus Christ as Savior and Lord is essential for this position.
 - An understanding and passion for work at Camp Imadene being a mission and not just a job.
 - A demonstrated commitment to a local body of believers.
3. Education, Experience & Knowledge:
 - University graduate or demonstrated years of successful experience in a related field.
 - 3 years of administrative and human resource experience as they relate to the role of Executive Director.
 - Demonstrated knowledge and experience in Christian camping
 - Knowledgeable in Microsoft Office applications
4. Abilities:
 - Multi-tasks in a very busy work environment.
 - Communicates well both orally and in writing.
 - Develops and provides concise and clear reports in a timely fashion.
 - Takes direction, sets priorities and remains on task.