



Camp Director Job Description

Role Title: Executive Director(s)

Reports To: Field Director and All Tribes Christian Camp Board

Positions Supervised: All year round and summer missionaries at All Tribes Christian Camp

Overview of Role

One Hope Canada is considered a Religious Order under the provisions of the CRA, and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with the standards of spiritual and personal suitability and are therefore required to sign a Statement of Affirmation annually.

Empowered by the Field Director (*Point person on behalf of One Hope Canada entrusted with the camps in Ontario and Manitoba*) and the Ministry Point (*Specific camp under One Hope Canada*) Board, the Director of All Tribes Christian Camp, with the tools and resources provided, is entrusted with fulfilling the purpose of One Hope Canada both personally and within their camp, and is responsible for all aspects of the camp. Directors will devote their full time and effort, energies and abilities, as reasonably required, at the discretion of the Field Director, for the proper and diligent fulfillment of their responsibilities with One Hope Canada.

Primary Objectives

- All Tribes Christian Camp is looking for a dedicated individual or couple to serve as full-time, hands-on Executive Director(s), who love Jesus and want to present the Gospel, particularly to those having the least opportunity to hear of Christ, especially to children and youth, and to disciple believers to live and serve through His church.
- The successful candidate(s) will be responsible for managing and coordinating the following: planning and oversight of programs, maintenance of facility and camp assets, recruitment and care of staff and volunteers, and promotion of the camp ministry to supporters, churches and the community. The Executive Director(s) will uphold All Tribes' mission, vision and statement of faith outlined at www.alltribes.org.

Key Responsibilities

- Responsible for accomplishing the evangelistic and discipling ends of One Hope Canada through their camp program and ensuring the Gospel is a part of all aspects of camp and other ministries.
- Ensure that the core values and organization policies of One Hope Canada are adhered to.

Camp Operations (44%)

- Choose Biblically solid speakers and worship leaders for camps, retreats, and events.
- Develop and carry out programs, activities, and fundraising, subject to Board approval, to meet the goals of the camp while ensuring faithfulness to the Bible and the camp's mission and vision.
- Foster a cooperative, collaborative, and cohesive team environment among the camp family, ensuring that staff and volunteers are appreciated, acknowledged, and cared for.
- Prepare and conduct pre-camp and ongoing training for staff and volunteers, including child protection policies, while ensuring all staff records are accurately maintained.
- Ensure proper supervision and oversight of all programs, activities, staff, volunteers, and campers.
- Develop and supervise routines, schedules, and procedures for camp operations.
- Operate all camp programming within Board approval.
- Operate the camp in compliance with policies and steward camp resources wisely.
- Ensure a safe waterfront environment with the necessary lifeguards and equipment in place to meet legal standards.
- Monitor and update the risk management and crisis management plan, including emergency procedures.
- Ensure records and evaluations of all programs, operations, staff, and facilities are maintained, and report to the Board on the results of each camping season, including recommendations and plans for the following season. These documents are to be kept in a secure location, ensuring confidentiality
- Report to the board monthly, including what has happened that month and plans for the following month.
- Prepare quarterly reports for One Hope.
- Oversee and ensure camp compliance with all regulatory (Algoma Public Health and Ministry of Environment, Conservation and Parks, etc., Inspectors) and legal requirements and ensure that a safe environment is maintained for all campers, guests and staff.
- Hire, train, and oversee (*supervise*) all personnel. Release personnel (if necessary) in consultation with the camp Board.
- Be willing to acquire the safe food handling course certificate, first aid, and necessary courses to maintain the small drinking water system.

Communication/Outreach (15%)

- Develop and carry out a system for recruiting, motivating, and engaging campers and staff (i.e. through brochures, website, social media, church presentations, etc.)
- Build and maintain strong relationships with local churches and pastors.
- Plan, organize, and implement year-round marketing activities.
- Build trust and relationships with camper families and uphold the camp's image and standards within the community.
- Work under the authority of the Field Director and the Camp Board, maintaining good, frequent, and effective communications.
- Develop, implement, and evaluate an effective marketing strategy for promotion of the camp's programs to maximize capacity and expand/create new ministry opportunities.
- Prepare and submit a quarterly report to donors outlining completed tasks and plans, answers to prayer, prayer requests, and how you see God moving.
- Complete annual performance review.

Facility Maintenance (10%)

- Oversee and coordinate maintenance staff/volunteers
- Ensure the facilities, including the buildings and grounds, and supporting equipment are clean, organized, and maintained to a high standard, including timely repairs.
- Perform other responsibilities as necessary or as assigned by the Board.

Guest Groups/High Ropes Facilitation (10%)

- Be willing to be certified on the High Ropes course.
- Ensure the proper training of high ropes staff and obtain and maintain the required training and certificates for the high ropes course.
- Coordinate designated personnel to be on site or available for guest groups.
- Work in conjunction with the Office Administrator to:
 - Promote the facilities, including the High Ropes course, to be used for guest group rentals.
 - Schedule and facilitate guest group rentals and ensure their compliance with guest group policies and practices.
 - For High Ropes, schedule and coordinate staff and ensure the course and equipment are operated in compliance with policies and procedures.

Camp Fundraising (7%)

- In conjunction with the Fundraising Committee, develop and facilitate fundraisers to carry out throughout the year that align with the camp's stated mission and vision.
- Build and maintain a network of financial donors and establish healthy communication and appreciation.

Personal Support (5%)

- This is a missionary role, and it requires raising 100% of your own personal support.
- Build a network of people who will support you in your position through prayer and financial support.
- Maintain a relationship with personal support donors, presenting in churches, giving personal update letters, and thanking them appropriately and promptly.

Kitchen/Tuck Shop Coordination (3%)

- In conjunction with the office administrator:
 - Ensure the ordering of food, tuck shop supplies, merchandise and equipment, subject to the camp spending policy.
 - Ensure an accurate inventory of merchandise is maintained.
- Work with the kitchen staff to develop a menu for programmed camps.

Vision Planning (3%)

- In conjunction with the vision committee and the Board, lead the continuing growth of the overall vision and direction of the camp ministry and propose new ministry ideas.
- Oversee the development of facility improvement plans and communicate those plans to the board for approval.

Financial Management (3%)

- Develop and manage the camp budget, ensuring fiscal management and controls are in place and followed. Ensure adequate cash flow to sustain the programs and ministry.
- Ensure financial deposits and reports are carried out promptly.
- Ensure the proper records of purchases are kept, and expense reports are filed.
- Provide other information to the accountant/bookkeeper and treasurer as required.
- Operate all camp programming within operational budgets to ensure good stewardship of camp resources.
- Maintain pricing structure to be presented to the board annually.

Core Competencies

- Passion for the Gospel
- Time Management
- Team Building
- Leadership Skills
- Finance Management
- Vision Building
- Planning and Organizing
- Self-Motivation
- Good Judgment
- Become established and involved in a local church

Job Requirements

- Follower of Christ
- Valid G License

Education and Experience

- Post-secondary education in a related field is an asset
- Experience with camping ministry is a definite asset

Physical Demands

- While performing the role of a Camp Director, it is important to be able to move around the camp site, assist with maintenance issues, and participate in skills and activities.

Please email resume, cover letter, and three references (employment, personal, and spiritual) expressing interest in this position to directorsearch@alltribes.org. All applications will be acknowledged, but only those applications chosen for an interview will be contacted. We thank all interested applicants. Review of applications will begin on May 1st; however, applications will be accepted until the position is filled.

For more information about All Tribes Christian Camp with One Hope Canada, please visit <https://www.alltribes.org/> and <https://onehopecanada.ca/>