

Central Illinois Lutheran Camp Association

Job Description

Title: Executive Director

Date Revised: July 9, 2014

Responsible to: Camp CILCA Board of Directors

Position Purpose:

Under the direction of the Board of Directors, act as the principle executive officer of the Central Illinois Lutheran Camp Association in the management, supervision, and control of the program, business, personnel, and site affairs of Camp CILCA.

Qualifications:

- A. Committed spiritually to the Great Commission.
- B. Able to work well in team ministry.
- C. Committed to the Mission of Camp CILCA.
- D. Able to manage and supervise staff and volunteers.
- E. A leader with integrity and strong communication and interpersonal skills.
- F. Creative, self-motivated, efficient, independent, and organized.
- G. A college graduate with a relevant bachelor's degree.
- H. A member in good standing of a Lutheran Church-Missouri Synod congregation.
- I. On the roster of the LC-MS and eligible for a call, with preference given to an ordained minister.

Specific Responsibilities:

I. General Administration

- A. Execute, interpret, and administer the established camp and board policies, guidelines and procedures.
- B. Maintain high levels of excellence in the compliance with the standards of any accreditation and/or governing agencies.
- C. Serve as the custodian of corporate records, legal documents, permits, licenses, and other important information and documentation as it relates to Camp CILCA.
- D. Maintain insurance policies and claims.
- E. Maintain updated inventories, records, and files.
- F. Develop and maintain good business practices, procedures, and operational functions.
- G. Manage registrations for camp programs and guest groups, providing regular reports to the board.
- H. Maintain a safe environment in every area of camp.
- I. Oversee the operation of the Trading Post.

II. Program

- A. See that all programs are in accordance with the Camp CILCA philosophy and goals, and the doctrines of the Lutheran Church—Missouri Synod.
- B. Submit proposed programs and dates to the board for approval.
- C. Develop and carry out approved pilot program efforts to test market demand and/or ministry effectiveness.
- D. Participate and/or lead camp sponsored programs and activities to the extent necessary for proper awareness and supervisory function.
- E. Periodically evaluate program effectiveness, efficiency, and overall worth.
- F. Develop or oversee the writing of summer camp Bible studies.
- G. Develop and carry out a camper follow-up program for continued contact to nurture a growing faith in Christ.
- H. Coordinate the scheduling, preparation, hosting, and follow-up of retreat groups.
- I. Oversee the development and use of the challenge course.
 - 1. Oversee the design and construction of any new elements.
 - 2. Oversee the maintenance and safety of existing elements.
 - 3. Serve as the primary facilitator.
 - 4. Provide training opportunities for additional staff to serve as facilitators.

III. Financial

- A. Prepare the yearly budget along with the Financial Committee and other key staff.
- B. Prepare and submit proposed rates, fees, registration costs, and a yearly operational budget to the board for approval.
- C. Collect and deposit all moneys.
- D. Sign all contract agreements, checks, or other documents as authorized by the board.
- E. Prepare and submit all required government forms.
- F. Purchase equipment, supplies, materials and goods as needed and budgeted, prioritizing and making purchases appropriately within the resources of the approved budget.
- G. Be responsible for financial development, approved fundraising, and/or donor resourcing as directed by the board.
 - 1. Make regular financial appeals to individuals, churches, etc.
 - 2. Identify and promote the needs of CILCA.
 - 3. Acknowledge on behalf of CILCA all gifts received.

IV. Public Relations

- A. Develop and maintain sound public relations, promotional plans, and marketing strategies.
- B. Carry out general and targeted distribution of correspondence (postal and e-mail), newsletters, brochures, etc., maintaining a mailing list.
- C. Submit articles and publicity information to appropriate periodicals.
- D. Manage the website and promote an internet presence by keeping the website up-to-date with helpful resources.
- E. Develop and present speeches, workshops, media presentations, literature, etc.
- F. Speak on the behalf of outdoor ministry and Camp CILCA at churches, schools, LWML rallies, LLL meetings, Winkles, District gatherings, etc.
- G. Yearly evaluate the public relations program and marketing techniques/activities, considering the effectiveness and efficiency of each.
- H. Represent Camp CILCA in the camping/outdoor ministry concerns addressed by organizations of the church, government, and camping/outdoor ministry fields.
- I. Actively and strategically recruit campers, volunteers, special groups, and others to use CILCA facilities and to participate in CILCA programs.

V. Personnel

- A. Oversee the seasonal staffing of Camp CILCA.
- B. Work with the board of directors to recruit, select, hire, train, orientate, and assign all full-time and non-seasonal employees.
- C. Delegate and designate functions and responsibilities of employees and volunteers as needed.
- D. Promote a sense of the mission of CILCA among the staff.
- E. Sustain the staff morale, fellowship, spiritual wellbeing, and team unity among all staff.
- F. Maintain personnel files on all current and former employees as required by state and federal employment laws.

VI. Property

- A. Coordinate the overall maintenance of the camp, including the facilities, equipment, vehicles, machinery, site/setting, etc.
- B. Propose and present plans for immediate and future program related to site/facility development, expansion, and improvements.
- C. Organize servant work events.

VII. Boards and Committees

- A. Serve as the advisory officer of the board of directors.
- B. Serve as *ex-officio* and advisory member to all Camp CILCA related committees and organizations.
- C. Provide vision, goals, and direction when considering the immediate and/or overall future of outdoor ministry at Camp CILCA.
- D. Serve as the custodian of current and updated policies, information, and material pertaining to Camp CILCA.
- E. Serve as the liaison between the CILCA staff and the CILCA board.

VIII. Training and Development

- A. Represent Camp CILCA at professional meetings in the area of outdoor ministry, professional church worker conferences, and LLL District meetings.
- B. Keep current with literature relevant to responsibilities.
- C. Actively seek out additional educational experiences to broaden understanding of occupational responsibilities.

IX. Miscellaneous

- A. Serve as a consultant in outdoor ministry, especially to the congregations of the Central Illinois District of the LCMS, but also to other camp personnel and/or boards, committees, or task forces of the LCMS.
- B. Maintain active memberships in relevant organizations.
- C. Readily assist in any area of camp when needed and carry out other duties as assigned by the board of directors.
- D. Continually be a positive role-model that reflects Christian values and CILCA policies and procedures.