

HOPE PRESBYTERIAN CHURCH

7132 Portland Avenue South – Richfield, MN 55423

POSITION DESCRIPTION

DIRECTOR OF HOPE SHORES BIBLE CAMP + RETREAT CENTER

Purpose

To provide visionary and operational leadership for Hope Shores Bible Camp + Retreat Center.

Characteristics and Qualifications

- a. Personally committed to the Lordship of Jesus Christ demonstrated by prayer, devotional life, integrity, and accountability.
- b. Able to relate to and connect with people from a variety of ages and stages in life.
- c. Able to develop and spiritually support staff and volunteer leadership.
- d. Possessing strong time management skills and organizational abilities.

Roles and Responsibilities

1. Recruit and lead camp counseling staff (25%)
 - a. Receive applications, schedule and conduct interviews, distribute hiring letters and paperwork.
 - b. Plan and lead staff training on all aspects of camp counseling ministry, including how to respond to complex camper situations.
 - c. Mentor camp counseling staff in the dynamics of Christian life and leadership.
2. Plan and lead the camp experience (25%)
 - a. Develop and oversee the camp budget.
 - b. Develop and implement an annual theme through a logo, drama, quiet time and cabin time devotionals, class time activities, morning worship, vespers, and games.
 - c. Honor camp traditions and also be willing to innovate.
 - d. Develop the schedule for each camper week/weekend.
 - e. Create a hospitable environment for families. Provide leadership for Sunday check in for campers.
 - f. Provide upfront leadership for campers, demonstrating both fun and firm boundaries.
 - g. Manage camper discipline and parent contact as needed.
 - h. Manage homesick campers in extreme cases.
3. Facilitate a safe camp experience (10%)
 - a. Develop emergency plans for inclement weather and train staff for implementation.

- b. Maintain appropriate incident reporting. Be familiar with and act upon mandatory reporting requirements with child protective services.
 - c. Apprise Hope Church leadership (the camp director supervisor and the lead pastor) of unusual and/or challenging situations.
 - d. Seek legal advice as needed.
4. Promote and communicate the camp experience (15%)
- a. Maintain relationships with parents, campers, and churches.
 - b. Oversee regular communication with campers through email and social media (blog, Twitter, Facebook, Instagram).
 - c. Coordinate brochure production.
 - d. Collaborate with the Camp Ministry Team on annual fundraising activities.
5. Maintain camp grounds and facilities (15%)
- a. Collaborate with the Director of Facilities on the upkeep and improvement of the camp grounds and facilities.
 - b. Lead summer camp clean up prior to the start of the season.
 - c. During the summer months: oversee daily camp cleaning and grounds keeping; maintain boats; oversee maintenance of all equipment on property; train staff on safe use of all camp equipment including, but not limited to boats, lawn equipment, and tools; troubleshoot mechanical issues on kitchen equipment, lawn equipment, boats, electrical, technology, and other problems as they arise.
6. Provide supervision and oversight (10%)
- a. Lead the Camp Ministry team for collaborative efforts and planning.
 - b. Delegate to support staff transportation scheduling, purchasing, and registration.
 - c. Collaborate with the registrar in scholarship designation.
 - d. Oversee annual accreditation from the American Camp Association (ACA).
 - e. Coordinate volunteer nurses for each week.
 - f. Supervise the camp cook, the camp operations manager, and other staff (such as a program coordinator and Counselor in Training (CIT) coordinator).

Relationships

This is a 20 hour position (on average, year-round). However, the heaviest concentration of hours is during the summer camp season, when in-residence leadership at Hope Shores is required. Hope Church provides at no cost a director's cabin (with space for family) and board during camp weeks/weekends.

This position reports directly to the Minister to Children and Their Families. This position interacts with all ministry areas for coordination of strategies and programs for camping ministry.

- August 3, 2017