



The Board of Directors at Camp Peniel is seeking a Candidate to begin as soon as possible for a full time Managing Director. For more information on Camp Peniel please visit our website [www.camppeniel.ca](http://www.camppeniel.ca)

### **Summary of Position**

Provide leadership and manage the programs and operation of the Camp within the Policies and Procedures approved by the Board.

Responsibilities include but are not limited to:

#### **Administration and Financial:**

Works within the budget prepared by the Treasurer and the Board ensuring that we are reaching our objectives and targets.

Works with the Board to set up a Strategic Plan (1-5 years) and for Site Development

Explore government incentives both Provincial and Federal, as well as the many local grants that are available.

Fundraising, and working with and recruiting donors

#### **Communication:**

Maintain relations with CCI (Christian Camping International), CCCC (Council of Canadian Christian Charities), and CANSPEI (Camping Association of Nova Scotia and PEI)

Maintain interaction with our Baptist Association, churches, Pastors and contact people. Develop and implement a program to visit churches in the Association at least once a year. Promotion is to be done in the Community as well.

Communicate "critical incident" information to the Board Executive.

Responsible for the development and marketing plan. Ensure there is a Camp Peniel brand for all things relating to the Camp and its functions.

Off Season work to initiate and develop Youth Events as determined for the Yarmouth Association of Baptist Churches

**Responsibilities -Personal:**

Serve as a role model for staff and lead by active participation in daily running of the Camp

Provide administrative leadership, direction and guidance to ensure all campers/guests are properly served and that the Board's directives are carried out

Supervise and set priorities for Summer Assistant Director and his/her involvement with staff and Camp programs, retreats and rental groups.

Responsible for the employment (within the provided policies), evaluation, termination, suspension and disciplining of all staff.

**Responsibilities- Policy Advisor:**

Identify Policy issues and make recommendation to the Board of Directors.

**Qualifications included but are not limited to:**

Must have a high level of Christian commitment and demonstrated spiritual leadership and maturity in both personal and professional relationships. The Camp Director must possess a vision and calling for the ministry of Christian camping.

Must be, or be willing to be, a member of an Atlantic Baptist Association Church in the Yarmouth area.

Have practical experience in Christian camping and how it functions locally and globally. The Camp Director is the minimum age of majority, has a minimum of 4 years of camp related experience and a minimum of 2 years in administration, programming, and/or other similar experience.

Post-secondary degree or a combination of post-secondary education and 4 years relevant experience. A degree in a related field is preferred.

Must be a leader as he/she would be responsible to oversee the Executive Secretary (part time), Summer Directors and 20-25 summer staff members.

Marketing/Promotion skills.

Computer systems experience (MS Word, MS Excel, MS Outlook, Power Point). Web design would be a valuable asset.

Must have good communication skills, both verbal and written and be gifted in the areas of leadership, strategic planning, organizational management, teaching and developing.

Must have proven ability to delegate responsibility and ensure accountability and an understanding and appreciation of the Board governing process and the Board/Administrative relationship.

**Terms of Employment**

This position's terms of employment will be covered in the interview process and/or contract.

A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.

Interested applicants are invited to send a resume with cover letter to: [amandadawn0281@gmail.com](mailto:amandadawn0281@gmail.com)

Employment is conditional to results of Criminal Record Check, Vulnerable Persons Check and satisfactory reference.