

Crooked Creek Christian Camp

Job Description

Position: Executive Director

Responsible To: SIMCA Board of Directors; reports directly to SIMCA Board President

Qualifications:

1. Strong personal commitment to Christ and Anabaptist theology.
2. Sense of calling for camp ministry.
3. Good organization, communication and people skills.
4. Be flexible to the ebb and flow of the camp setting.
5. Display leadership abilities and business sense.

Duties and Responsibilities:

1. Administration
 - a. Work with the board to set and administer policies for the camp and develop long and short term goals.
 - b. Maintain compliance with regulations regarding campground structures and utilities.
 - c. Responsible for the risk management system to protect campers, guests, staff, and camp property.
 - d. Preserve high standards of appearance and service for the camp.
 - e. Maintain familiarity with office, bookkeeping, and computer technology and procedures.
 - f. Oversee programming so that Anabaptist theology and spiritual values of the wider Mennonite church are upheld.
 - g. Execute marketing plan.
2. Communication
 - a. Oversee production of printed materials, web presence and miscellaneous publications.
 - b. Promote camp programs and events in local newspapers, churches, and through social media.
 - c. Maintain visible profile with guests.
 - d. Report to the Board President on a regular basis, regarding camp issues and agenda.
 - e. Meet with the board generally once a month providing reports concerning finance and camp administration.
 - f. Visit and share about camp and its mission at each supporting Mennonite church in southeast Iowa at least once, within a two-year period.
 - g. Communicate with SIMCA members and annual donors.
 - h. Maintain and promote communication with present and potential financial donors.
3. Finance and Development
 - a. Prepare annual budget and oversee income and expenditures with goal of staying within budget parameters.
 - b. Develop fundraising objectives and direct specific fundraising activities.
 - c. Recruit new members and annual donors.
4. Staffing
 - a. Identify needed staff and volunteers; hire, train, supervise and evaluate staff.
 - b. Develop job descriptions; work with the board on developing personnel policies.
 - c. Work with the Program Director to properly staff summer camps.
5. Maintain professional growth through study, peer relationships, and conferences.