

Good Spirit Bible Camp - Director Job Description

(Hereafter the Good Spirit Bible Camp Board will be referred to as the "board", Good Spirit Bible Camp will be referred to as "GSBC", and the Saskatchewan Baptist Association will be referred to as "SBA")

1. General Responsibilities

- a) Work to develop and adhere to GSBC policies and standards, in association with the SBA and the board
- b) Maintain all Provincial camp and health standards, working towards affiliation with the Saskatchewan Camping Association
- c) Effectively manage the camp operation
- d) Manage the day-to-day operation of the camp within the approved budget
- e) Assist the board with long-range planning
- f) Work in cooperation with the SBA churches, local churches, and community
- g) Is a member of the SBA Leadership Team as stated in SBA Constitution.

2. Personal Commitment

- a) Must have received Jesus Christ as his/her personal Saviour
- b) Has a consistent walk with the Lord, that those around recognize and verify that it is true
- c) He/she must concur with and sign a GSBC Mission Statement, its Statement of Faith and policies and standards established by the GSBC board
- d) Must produce a criminal record check annually
- e) Be punctual in all aspects of duty
- f) Must be or become a member of a SBA church body
- g) Regularly participate in a local SBA pastor/ministry group for support and encouragement.
- h) Connect regularly with the SBA Regional Minister for coaching/mentoring.

3. Promotional Responsibilities

- a) Promote camp and its programs in all SBA churches, in conjunction with the board
- b) Prepare written report for SBA annual spring meeting and fall meeting and be in attendance to give a verbal report.
- c) Promote camp and ministry opportunities in communities, schools, First Nations communities, churches and Bible colleges
- d) Promote the support of the camp ministry through prayer and financial partners, fundraisers, and newsletters to churches and individual supporters
- e) Promote opportunities for service in the camp ministry (e.g. volunteer involvement and building projects)
- f) Prepare and distribute camp promotional material, brochures, staff opportunities and registration forms
- g) Promote the camp through display booths, website, ads in newspapers, T.V., radio, etc.

4. Program Responsibilities

- a) Identify and develop new ministry opportunities
- b) Develop and manage the overall program structure with regards to special dates, themes, daily schedules, devotional material, camper follow-up, etc.
- c) Provide oversight and direction for the care and maintenance of the site, facilities and equipment
- d) Develop the rental program and be onsite to facilitate it by running program with appropriate staff if applicable, as required by groups.

5. Staffing Responsibilities

- a) Conduct staff recruitment for all positions with the assistance of the board
- b) Plan and oversee the staff training and orientation programs
- c) Conduct regular staff meetings
- d) Resolve staff conflicts in camp between counsellors, campers and other staff
- e) Assist counsellors in raising financial and prayer support for summer ministry
- f) Conduct individual staff evaluations
- g) Handle mentoring, discipleship and follow-up of staff
- h) Perform staff discipline (up to and including termination) in conjunction with the board

6. Administrative Responsibilities

- a) Maintain a secure comprehensive filing system for all camp records and documents, including:
 - accidents and incident reports
 - accounting data for expenses and revenue
 - equipment manuals and warranties
 - inspection records
 - camper records
 - inventories
 - disciplinary action
 - evaluations
 - other pertinent information
- b) Keep written reports for all inspections, drills, maintenance and evaluations done at regular intervals throughout the year
- c) Keep a journal of time spent in camp ministry
- d) Prepare and submit a budget annually for program expenses
- e) Act as a host to meet and welcome groups and conduct tours of the facilities.
- f) Seek opportunities to upgrade his/her skills and resources by participating in networking with other camp directors and attending Provincial and National CCI Conferences
- g) Ensure that the Treasurer has all adequate accounting paperwork, forms, receipts and deposit records