

COVENANT PINES MINISTRIES

Job Description

Job Title: Adventurous Christians, Camp Director

Reports to: CPM Executive Director

PURPOSE:

The AC Camp Director is responsible to provide oversight of the camp staff, facilities, programs, finances, guest groups and campers and HR. This includes primary responsibility for the maintenance, upkeep and development of the buildings, vehicles and grounds; staff nurture and development; and oversight of camp programming.

QUALIFICATIONS:

This position requires an active and growing faith in Jesus Christ, demonstrated personal integrity, consistent work ethic, exceptional leadership, interpersonal communication and organizational skills, attention to detail, a team-oriented servant attitude and experience in wilderness camping. Preferred qualifications also include a college degree and at least 5 years of camp or management experience in a ministry, hospitality and/or camp environment.

Individuals must possess demonstrated aptitude in facility management (including general vehicle repair, carpentry, plumbing, electrical), experience in team leadership and team building, experience and comfortability in leading wilderness trips, ability to multitask, and a general understanding of food service, programming and housekeeping. Individuals must possess a desire to live and work in a remote wilderness setting.

Applicants agree to support the mission, vision and values of Covenant Pines Ministries (see <https://covenantpines.org/our-mission/>) and principles of The Evangelical Covenant Church, as published in "Covenant Affirmations" (see <http://www.covchurch.org/beliefs>).

ADVENTUROUS CHRISTIANS RESPONSIBILITIES:

- Financial
 - Oversee all receipts and approve disbursements.
 - Prepare a yearly AC budget.
 - Monitor actual vs. budgeted revenues, recommend and implement adjustments as necessary.

- Personnel
 - Recruit, hire, train and evaluate all full-time staff including annual performance reviews.
 - Oversee the recruitment, hiring, training and evaluation of all seasonal staff in conjunction with the Program Director.
 - Supervise all staff and conduct team building exercises that enable all staff to work together with greater understanding of all areas of ministry.
 - Coordinate all areas of camp to serve and minister to our guests.
 - Make recommendations for staffing additions and terminations to the Executive Director.
 - Prepare scheduled days off calendar and log vacation and sick days for all employees

- Legal-Compliance
 - Comply with all local, state and federal regulations.

- o Seek and follow-through on inspection orders from Health Department, Fire Marshal, US Forestry Services and other regulatory agencies.
- o Review risk management and enforce all required safety guidelines.

- Facilities Management
 - o Develop a system of recording and tracking maintenance needs, including receipt of requests and communication with camp staff.
 - o Identify repair needs, prioritize based on camper/guest impact and perform or ensure that repairs are completed on a timely basis.
 - o Develop and follow preventive maintenance schedules, and keep related records.
 - o Notify camp leadership of required major repairs and replacement.
 - o Test and inspect alarm systems on a periodic basis.
 - o Oversee and perform mowing, weed clearing, tree removal, snow removal and other grounds keeping.
 - o Coordinate interior and exterior painting and staining of camp buildings.
 - o Maintain water and septic systems in accordance with state and county standards.
 - o Perform maintenance and repairs on all vehicles, boats, equipment and tools to ensure proper function and availability when needed
 - o Ensure proper waste removal and recycling and maintain organized and neat storage of unused items.
 - o Preserve and enhance the camp's natural environment, exemplifying stewardship of forest areas, lakeshore, wildlife habitat, etc.

- Guest Group Relations
 - o Assist the Guest Services Director in the hosting of all canoe groups and retreats.
 - o Coordinate oversight of volunteers that may assist on weekend or midweek areas with the area directors including appropriate housing and meals.
 - o Work alongside volunteers as appropriate and recognize the importance of volunteers and opportunity to minister with and to them.

- Programming
 - o Work with the Program Director to develop, implement and evaluate relevant programs for our churches and guests.
 - o Seek direction and input from owner churches and other organizations about new creative program opportunities that may include off-site options.

- Covenant Church Relations
 - o Communicate with Northwest Conference Covenant churches on a regular basis via personal visits, phone calls, emails and on site hosting.
 - o Attend Covenant Pines Ministries Annual Meeting
 - o Conduct camp promotions at churches as needed.

- Community Relations (Grand Marais)
 - o In all aspects, Adventurous Christians seeks to be engaged and valuable member of the Grand Marais community.
 - o If possible, utilize vendors and services from local merchants when determined prudent
 - o Participate in community events and programs when possible.

- Attend a local church of your choice

COVENANT PINES MINISTRIES RESPONSIBILITIES:

- Leadership Team
 - Actively participate on the CPM Leadership Team to develop goals and actions steps to fulfill the vision of CPM
 - Be accountable to and provide leadership for initiatives as assigned by the leadership team
- Prepare and deliver both written and verbal reports to the CPM Annual Meeting.
- Ensure all AC ministry is conducted with a servant attitude that seeks to fulfill the Covenant Pines Ministries mission to Encourage Campers to Take a Next Step in Christian faith.

WORK ENVIRONMENT AND HOURS:

The AC Camp Director position is full-time, with a work schedule that varies depending on the season of the year and timing of groups at camp. The AC Camp Director must be willing to live and work in a camp setting with varying weather conditions and physical requirements. Individuals must possess the physical ability to lift, carry and operate necessary equipment, as well as to make their way around camp on foot. Adventurous Christians is located in Grand Marais, MN.

COMPENSATION AND BENEFITS:

Compensation commensurate with experience, with eligibility for benefits such as health insurance, retirement, vacation days, holidays and sick time as defined for full-time employees in the Employee Manual.