



On Picturesque East Shore Pigeon Lake, Alberta

Hiring Year-Round Executive Director

THE POSITION:

In collaboration with the Board of Directors, you will provide visionary leadership to all aspects of Mulhurst Camp: organizational, operational, financial, promotional, relational, and spiritual. The role is dynamic, demanding and constantly evolving. The person we are seeking to be a part of our camp family is enthusiastic, dedicated, adaptable, kind, self-motivated, and joyful.

LEADERSHIP:

- Act as a positive, present role model for campers, campground users and staff.
- Create a safe and welcoming environment for people of all backgrounds.
- Represent Mulhurst Camp to the greater community with respect, optimism and joy.

HUMAN RESOURCES:

- Foster an effective and caring work environment where personal and professional development is encouraged.
- Develop a staffing structure that supports the efficient and effective delivery of programs.
- Build positive relationships with staff, staff alumni, seasonals, campground users, partner organizations, the local community and the broader church community; coordinate community engagement.

PROGRAM:

- Ensure all programs are aligned with the Mission and Vision of the camp and well as the ACA Standards.
- Work with staff to ensure healthy, safe, current, fun-filled, and challenging programs.
- Work with your staff team to bring God's transforming love into the lives of children, youth and adults.
- Design and launch events to increase off-season revenue.

ORGANIZATIONAL MANAGEMENT:

- Complete all administrative and budgetary duties pertaining to camp, year-round programs, campers and staff.
- Organize rental, school group and retreat bookings while securing sufficient staff.
- Working closely with the Board, develop strategic and capital project plans for the organization and well as operating goals that stem from these priorities.
- Ensure the safety, security and maintenance of all camp facilities.

COMMUNICATION:

- Act as the key communicator for parents, rental groups, campground users and event participants and the principal contact for staff.
- Support the Board's involvement in fundraising, personally cultivate and solicit donors, develop sustainable fundraising plans and processes.
- Through innovative marketing strategies, seek new supporters while engaging existing and past ones.

QUALIFICATIONS/EXPERIENCE/COMPETENCIES:

- Experience working within camp ministry and/or non-profit organizations and managing schedules, budgets, fundraising and staff.
- A preference for college or post-secondary education in a related field of study or an equivalent combination of education and experience will be considered.
- Strong entrepreneurial, marketing, communication, problem-solving, relationship skills.

OTHER:

- The hours are varied and flexible throughout the year, with more hours required during the summer camp program and its lead up (May – August).
- Remuneration will be commensurate with education and experience
- The preferable start date is ASAP.

Closing Date: February 15, 2020

Applications (cover letter and current resume, including references) should be sent to Sylvia Becker at HR@mulhurstcamp.ca.