



EXECUTIVE DIRECTOR JOB DESCRIPTION

Silver Lake Mennonite Camp, as an extension of the Mennonite Church Eastern Canada, strives to provide an enjoyable setting where spiritual and personal growth are fostered and Christian values and teachings are emphasized. This occurs primarily during an organized summer children's camp, outdoor education and retreat to meet the needs of youth and adults. Community living, personal discovery, outdoor skills and environmental caring are of primary focus.

EXECUTIVE DIRECTOR

The Executive Director provides vision, leadership and assumes responsibility for all areas of camp life including administration, program, personnel, faith development, finance, promotion, marketing, property and facilities. The Executive Director will be faithful to the mission of Silver Lake Mennonite Camp.

Accountability

The Executive Director is responsible to the camp's board of directors

Responsibilities

Board-related work

- Report to the Board of Directors and provide regular operational updates
- Attend Board meetings and facilitate the work of various Board initiatives

Administration

- Manage, maintain and keep up-to-date the SLMC database
- Evaluate and review insurance policies to ensure adequate levels of coverage
- Oversee the Summer Camp, Outdoor Education, Retreats and Rentals programs
 - a. Oversee registration for summer camp and ensure payment is collected
 - b. Oversee the scheduling of rentals, retreat and school groups and ensure payment is collected
- Ensure compliance with all relevant government and legal regulations including insurance, Ontario Camps Association, Public Health, Ontario Safe Drinking Water Act, etc.
- Maintain office equipment and infrastructure including computers, phones, supplies etc.

Program

- Ensure a successful summer camp program (staffing, programming, scheduling etc.)
- Resource the Outdoor Education Director to ensure successful Outdoor Education and Rentals programs
- Ensure all current and new programs are consistent with the mission statement
- Establish summer theme and develop supporting resources
- Develop summer schedule and program options

Personnel

- Develop and review job descriptions and personnel policies
- Provide opportunities for professional development, spiritual and personal growth for staff and volunteers
- Directly supervise and evaluate Administrator and Outdoor Education Director and any other year round staff
- Lead Staff Meetings for leadership team throughout the year
- Recruit and coordinate volunteers (ensure references and police checks)
- Ensure policies and procedures are relevant and up-to-date

Finance

- Prepare annual budgets and track expenses
- Work with the bookkeeper to deliver regular financial updates to the board
- Ensure invoicing, tracking and collection of all payments
- Apply to applicable granting/funding bodies
- Develop relationships with donors and solicit donations
- Provide leadership and administrative support to fundraising campaigns

Promotion & Marketing

- Provide worship leadership in MCEC congregations through regular church visits

- Ensure that Silver Lake has an active role in the broader constituency including MOCO Relief Sale, MCEC Annual Gathering, MCEC Youth Retreats etc.
- Maintain good relationships with campers, staff, parents, volunteers, donors, pastors, churches and groups supporting and using the camp
- Develop promotional strategy and schedule for summer camp and outdoor education
- In collaboration with Leadership Team, design promotional materials (bulletin announcements, posters, letters etc.) for programs as needed
- Maintain active social media presence (i.e. Facebook), ensure that the website is current
- Design, oversee and edit Woodbox Newsletter

Faith Development

- Ensure an accurate reflection of the camp mission statement in camp programs, staff training, policies, publicity and overall management
- Provide spiritual development opportunities and support for staff
- Stay current on church trends

Property & Facilities

- Ensure the natural environment of Silver Lake is cared for, used and developed in a way that preserves the property for future generations
- Promote responsible stewardship of grounds and resources
- Ensure compliance with regulations (drinking water system, OCA, Public Health, low ropes etc.)
- Provide leadership and administrative support for capital projects
- Oversee cleaning services to maintain a clean environment
- Establish and maintain list of required improvements and repairs
- Maintains and reviews records of programs, operations, staff and facilities
- Ensure coordination of projects for summer camp volunteers and maintenance staff

Qualifications

The successful candidate will have:

- a post-secondary education with five (5) years experience related directly to children's camping;
- ability to provide leadership, counsel, motivation, and supervision to a staff of 100 young adults with the support of year-round staff;
- ability to set objectives, delegate and prioritize workflow such that goals are efficiently met;
- a personal faith with knowledge of the Shared Convictions of Mennonite World Conference, and the ability to guide and encourage staff on their faith journeys;
- demonstrated ability to practice good crisis assessment, management and mitigation of risk;
- ability to identify and communicate a plan for camp's future direction in response to changing needs;
- knowledge of health and safety regulations specific to camping situations;
- thorough knowledge of budgeting and familiarity with accounting software;
- excellent verbal and written communication skills

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.