

Montlure Church Camp Executive Director Description

The Executive Director is a 12 month position with hours varying based on the time of year and the camping season. The Executive Director works under the direction of the Montlure Camping Council and is responsible for the overall operation of Montlure, including program, personnel, public relations, communications, facilities, and ACA accreditation. The Executive Director works directly with the Montlure Camping Council committees and officers as needed. This position requires living on site at the camp in Greer, Arizona from May until mid August for the camping season and being available for any short term retreats that may get booked. Position requires residence in Arizona or a willingness to relocate.

Qualifications

- Possess a bachelor degree or higher;
- Have a commitment to Jesus Christ and actively living out his/her faith;
- Experience in managing the operations of a camp, hotel, or similar setting;
- Skills in the areas of communication, public speaking, and staff supervision;
- Experience with promotion and execution of marketing materials;
- Strong organizational skills and the ability to manage basic financial responsibilities;
- Excellent interpersonal and presentation skills;
- Organized and able to delegate effectively;
- Strong mission-focused philosophy and ability to plan and manage multiple tasks

Responsibilities

1. Reports to the Montlure Camping Council
2. Serves as the “personality” associated with Montlure to promote the goals and spirit of the camp to churches, families, individuals, and all other groups;
3. Markets the Montlure summer camp and any retreat or rental opportunities through print media, the Internet, personal presentations, etc.;
4. Actively sets up partnerships with churches to promote and encourage campers, leaders, parents and relatives to participate in camp programs and activities;
5. Carries the primary responsibility as head-of-staff for recruiting, directing, and supervising all Montlure summer personnel both paid and volunteer;
6. Provides general supervision of the camp facility including maintenance, repairs, and improvements;
7. Serves in the facilitator role to put into action all activities designated by the Montlure Council;
8. Has oversight of Montlure operation expenses and works with the bookkeeper to maintain financial records;
9. Drafts an annual operations budget and works with the Council to develop diverse funding sources;
10. Works with and provides guidance to Council members, staff and volunteers during the planning and implementation of fundraising activities. Establishes and maintains positive relations with funding sources within the church community;
11. Actively participates with the Council in the Montlure strategic planning process and in implementing strategies to meet desired outcomes and actions;
12. Regularly provides accurate reports and information to the Council regarding the camp’s health and progress toward meeting established goals;
13. Provide leadership development for Summer Camp leaders and directors through training sessions, supervised group work, activities and sharing faith (This largely falls under the duties for program coordinator or could be written as “participates in...”)
14. Assists the Council and Program Coordinator with the summer camp curriculum selection and preparation;

15. Works with the Program Coordinator to prepare for summer camp and supervises the general operation of camp over the summer;
16. Schedules outside rental groups, communicates with the group leaders, arranges for staffing, and maintains all related financial records and additional documentation;
17. Reviews all camp and camper evaluations following each camp and presents a summary report to the Council;
18. Participates in monthly meetings with the Council (held in Casa Grande, AZ);
19. Supervises the safety of the Montlure site and completes all required reports;
20. Acts as the Montlure representative to the American Camp Association and reviews and updates the ACA manual yearly; and
21. Regularly reports on the ministry to the Arizona Presbyteries and other supporters.