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Camp Presmont is currently seeking qualified applicants for the position of Executive Director. Interested candidates should review the Executive Director Job Description and Executive Director Self Test.

Applications and questions can be directed to:

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Executive Director Job Description

Qualifications:

- A person who confesses and lives a personal faith in Jesus Christ.
- An ability to relate to people of all ages.
- An ability to handle conflict.
- Sensitivity to needs of camp and camper.
- Strong organizational skills and the ability to manage basic financial responsibilities.
- Knowledge of Reformed Tradition.

Responsibilities: May vary.

- Supervisor: Oversees and supervises summer staff. Be familiar with staff job descriptions and ensure responsibilities and duties are complete. Create and maintain a summer work schedule, including staff days off. Coordinate daily staff devotions. Delegate jobs as needed to complete all tasks.
- Administrator: Keep organized punctual operating and financial records.
- Registrar: Keep registration information of every person who uses the camp such as fees received, dates, names, addresses, etc. Will receive, record, and confirm camp registrations as they come in. Will schedule outside rental groups. Promote rental opportunities. Maintain financial records, communicate with group leaders, and maintain all related paperwork. Record contact information for all visitors, volunteers, etc.
- Program: Coordinate, with the attending program director, the daily schedules of the summer staff and their responsibilities according to the needs of the program director. Confirm program directors and fill vacancies when they arise. Manage background checks, recruitment and scheduling of all counselors.
- Maintenance: Keep the property, buildings, and equipment in good repair and available upon demand. Keep on hand supplies necessary for maintenance. Contact Building and Grounds committee for any maintenance, repair, or upgrade needs beyond the capabilities of the summer staff. Ensure water tests and other inspections are done at appropriate times.
- Store: Responsible for the camp store; keep procurement, operating, and financial records separate from other accounts. Can use summer staff to operate the facility. All camp apparel and store item purchases will be run through designated purchasing agent.
- Inspector: Inspect all camp properties including common areas, work areas, residence facilities and bathhouses daily. Ensure that any and all issues are addressed immediately.
- Professional development: Attend professional conferences, board meetings, and training development classes. Report to Board of Trustees relevant information acquired or recommendations for improvement of the camp.
- Human resources: Publicize employment opportunities and recruit summer staff candidates. Submit to Board for approval. Responsible for securing background checks for all employees and volunteers directly involved with children. Responsible for staff training and compliance with anti-harassment policy and all other camp policies.
- Public relations: Develop and submit program brochure to Board of Trustees for approval. Responsible for printing and distribution of brochure. The executive director is the “face of the camp.” The executive director is an ambassador for the camp. In that role, it is important that the executive director maintain professionalism at all times through, conduct, speech, attire, etc.
- Facilitator: Coordinate needed tasks during off season with help of board members and volunteers.

Other Information and Expectations:

- The Executive Director is accountable to the Board of Trustees through the Board chairperson.
- The Executive Director must be in camp the afternoon each camp begins in order to meet with weekly staff.

- The Executive Director is free to leave the camp after the summer staff has been excused for the weekend.
- The salary for the Executive Director is \$1500/month paid for a period of four months (May, June, July and August). After the summer months, the rate of pay will be \$150/month for the following eight months to cover travel and other expenses. If available for weekends before and/or after the regular camping season, the camp will pay \$100 per weekend for non-program rentals in September, and October.
- The position of Executive Director will be voted on every October at the Annual Trustee Meeting.

Executive Director Self-test

The following self-test offers a review of the challenges presented by serving as a Christian Executive Director. It will help you determine if you are up to the task. Ask yourself:

1. Do I possess the spiritual qualifications required by this organization?
2. Is my lifestyle and character such that I would not be an embarrassment to this organization if “closets were opened”?
3. Do I have an appropriate set of personal goals of that will complement the philosophy of this organization?
4. Can I honestly commit to pray daily for the organization, the program directors, staff, and board members?
5. Do I understand that this organization is a mission that needs the Executive Director’s participation year around?
6. Would I be able to dedicate the amount of time needed to produce the quality and quantity of work to advance this organization?
7. Do I have sufficient skills in planning and organizing to be an effective decision-maker for the organization?
8. Do I possess the ability and the initiative to serve as primary public relations person as well as maintain effective interpersonal relations with the supporters?
9. Can I act in a supervisory capability and communicate effectively with co-workers and volunteers?
10. Can I make the kind of commitment that will allow me to attend the majority of meetings?
11. Am I willing to observe, study, and attend seminars to get a necessary understanding of components that make up Christian camping?
12. Am I genuinely enthused about the organization’s future?
13. Do I understand and am I accepting of the operational style of board structure under which this organization operates?
14. Can I commit to the full term that I am being asked to serve? 3 years
15. Do I have the basic skills to recognize maintenance problems and know when to fix them or have them fixed?
16. Can I be depended upon to keep confidences as expected?
17. Am I willing to speak favorably or not at all about the past, present, and future of the organization and individuals involved in leadership?
18. Do I believe strongly enough in the organization to give regularly and liberally from my personal finances?
19. Am I also willing to participate in fund-raising efforts?
20. Do I believe in this organization so strongly that I will continue to pray, volunteer, give, and promote it, if I can no longer able to serve as Executive Director?

If you discover more than a few negatives as you thought through the above questions, perhaps you should opt out of serving. But if you survived the questions in good spirits, an extraordinary Christian service opportunity awaits you. Welcome aboard. Enjoy the experience. We wish you God’s best.

Approved 3-05