



Director of Ministry Services

General Responsibilities

The Director of Ministry Services will work with the Executive Director of Christian Camps and Conferences Inc. to execute the mission statement of the organization through the operation of Camp Brookwoods, Camp Deer Run, Moose River Outpost and support the conferences, and other ministry opportunities during the off-season. The role of the Director of Ministry Services is to provide strong Christian leadership to plan with and organize the New Hampshire Support Staff on a day-by-day basis during the summer season, prepare for the summer in the "off season", and make things happen procedurally. The role reports to the Executive Director and serves to further the organization's goal to always improve its Christian ministry and its impact for the Kingdom. The role requires the ability to favorably represent the organization to outside groups, as well as practical daily skills necessary to manage and lead the camp.

Requirements

- It is desired that the individual meets the requirements of the American Camp Association standards for a Camp Director. In the 2017 Standards, this includes two prior seasons of administrative capacity in an organized camp, ability to obtain 5 hours of professional development training per year and be at least 25 years of age.
- No preference of gender is implied with this document, but for the purpose of this job description, when a pronoun is required, the Director shall be referenced as "he".
- For candidates with similar experiences and qualifications, the preference will be given to one with prior experience in the existing organization, secondly at a CCA member camp, or an individual who has demonstrated sustained interest in the field of camping.
- Because of potential driving requirements of summer campers, the individual's driving record but must be approved by the organization's insurance company and have a spotless background and reputation.
- BA or BS degree required, MA, MS, MBA or PhD would be nice.
- The candidate must subscribe to the organization's statement of faith.

Specific Responsibilities:

Leadership

The Director of Ministry Services needs to have the ability to lead the staff in the absence of the Executive Director, and to know the "systems" of camp and how to maintain their smooth operation. This involves knowledge of everything from pipes to insurance; skills typically required for a small business with a relatively small permanent staff. The Director of Ministry Services sets the tone for the Support Staff under his authority. This is also reflected in careful and prayerful hiring of the seasonal support staff. The Director of Ministry Services also assists the "off-season" work by supporting the ministry of the Brookwoods Conference Center, which hosts approximately 7000 guests each season.

Staffing

The Director of Ministry Services is responsible for hiring approximately 50 seasonal support staff and implementing relevant legal and organizational policies as needed.

Financial

The Director of Ministry Services will set the Support Services budget with input from the Executive Director and achieve budget goals through proper planning and execution.

The Camp Community

This position has a high degree of visibility and the Director of Ministry Services will be represent the organization well with campers, parents, alumni, and local communities.

Continued Learning

Over time, the Director of Ministry Services is expected to further develop relevant areas of knowledge and skills via organizations such as Christian Camp and Conference Association (CCCA), American Camp Association (ACA), and the New Hampshire Camp Directors Association (NHCDCA).

Marketing

Working with the Executive Director and other fulltime staff, the Director of Ministry Services will be involved with the annual marketing plan that seeks to ensure full enrollment across all camps. For the summer of 2018, this resulted in the enrollment of approximately 1100 summer campers.

Facility

This is a role that, at times, requires physical work to maintain the camps. The Director of Ministry Services must be able to physically perform a variety of duties both individually and with other staff to maintain and improve the facility.

Other Leadership Activities

Working alongside the seasonal Directors, the Alumni Director, the Development Director, and the Executive Director, at times the Director of Ministry Services may assist in areas such as program development, alumni and donation development, and planning for improvement of the organization.

Additional Skills and Tasks

- Strong writing and presentation skills suitable for a variety of audiences
- Computer skills should include proficiency in EXCEL, WORD, Keynote, FileMaker, as well as experience with on-line media such as YouTube and social media

Salary and Benefits

- Base salary
- Due to the nature of the position, the Camp may require that the Director of Ministry Services live on grounds when camp is in session. The Director of Ministry Services and any family will be expected to utilize the Camp food services when in operation.
- The Director of Ministry Services and any dependents are eligible to participate in any existing small group insurance plan for major medical and dental programs and other related benefits, provided to the other full-time employees of the organization.
- Optional participation in the 401K and matching program.
- Vacation Time: 3 weeks per year taken prior to May 15th, and after Labor Day.