

Bear Creek Camp & Conference Center

Eastern PA Lutheran Camp Corporation
PO Box 278, Bear Creek, PA 18602 570-472-3741

Position Description

(Updated 2/17/2019)

Position: Executive Director

Accountable To: Board of Directors

Overall Responsibility: With a firm commitment to Christ and the Church, the Executive Director serves the mission and vision of Bear Creek Camp through directing its ministries, developing financial resources, developing strategic relationships with individuals and organizations, and ensuring that all programs are consistent with the mission, vision, and philosophy of Bear Creek Camp.

Specific Responsibilities:

Program

1. Ensure summer, year round, environmental, and off-site programs are consistent with the mission, vision, and philosophy of Bear Creek Camp.
2. With the Board, develop a shared vision for the future of the organization, build understanding around the current mission, and develop appropriate and realistic goals and strategies to advance the mission.
3. Partner with congregations and leaders of the supporting synods and agencies to provide programs to meet their needs.
4. Participate in some programs as appropriate and fitting.
5. Host retreat groups on rotation with other staff.

Administration:

1. Serve as the primary contact to the Board of Directors and a resource person to all committees of the board
2. Develop an annual operation and capital improvement budget with input from appropriate staff and committees.
3. Oversee financial operations and ensure that accurate and appropriate reporting systems and procedures are in use to ensure overall financial health of the camp.
4. Lead and develop the year round staff of Bear Creek Camp. Provide appropriate corrective actions with the authority to terminate staff.
5. Recruit, develop, and provide for the annual evaluation of year round staff under his/her supervision.
6. Ensure that all supervisors recruit, develop, and provide for the annual evaluation of their staff according to Bear Creek Camp policies.
7. Negotiate contracts and authorize expenditures.
8. Implement short and long term site development plans with attention toward stewardship of the corporation's resources.

9. Encourage an atmosphere of Christian hospitality, respect, and graciousness toward community, staff, campers, donors, supporters, and users of BCC's facilities
10. Ensure American Camp Accreditation status is maintained.

Public Relations and Financial Development:

1. Partner with the Board and appropriate staff and committees to develop and implement strategies for fund-raising and resource development.
2. Serve as primary contact with congregations and church professionals.
3. Develop relationships with constituent and community groups to interpret and further the mission of Bear Creek Camp.
 - a. Board – building and maintaining positive working relationships
 - b. Staff – developing a strong ministry team to carry out the mission of BCC
 - c. Synods – establishing and maintaining dynamic relationships with congregations and church leaders
 - d. ELCA – participate in regional and national events to be updated in current developments in outdoor ministry in the church
 - e. American Camp Association – attend regional and national events to be updated in current developments in camping
 - f. Community – represent Bear Creek Camp and interpret its mission to the community and schools
 - g. Bear Creek Wildlife Conservation Association – develop relationships that maintain responsible hunting on the property
 - h. Staff/camper alumni and other volunteers – encourage continued involvement and financial support
 - i. Ecumenical – cultivate and strengthen relationships with the church's ecumenical partners
 - j. Program participants and facilities users
4. Work with consultants, staff, and volunteers to facilitate capital appeals.
5. Monitor all BCC social media accounts and deal with potential issues that are posted

Qualifications:

Required

1. Mature and vibrant Christian faith with an understanding and appreciation for the doctrine of the Evangelical Lutheran Church in America.
2. Bachelor's Degree from an accredited college or university.
3. Capacity to integrate outdoor ministry with Lutheran theology, contemporary movements in spiritual growth, congregational life, and ecological practice.
4. Robust and professional engagement with outdoor ministry.
5. Demonstrated skills and innovative experiences with managing staff and budget, ministries and programs (small group philosophy), and site and resource development.
6. Prefer at least five years progressively responsible experience in camping, education, the church or other non-profit agency or association, or relevant business experience, required.

7. Pass all background checks and certifications as required, at a minimum by law, for dealing with children.
8. Willingness to relocate to Bear Creek Camp on site housing, or within commuting distance of the Camp on a daily basis.
9. Ability to reside on site for the duration of the 10 week summer session.

Helpful but not required

1. Rostered clergy or Associate In Ministry
2. Prior experience as executive director or in Lutheran outdoor ministries.
3. Working knowledge of PA sound & light systems/video editing/social media

Compensation

1. Salary
2. Benefits
3. On site housing