



Appendix A
**Job/Outcome Description for the
Evergreen Christian Ministries
Stayner Camp Managing Director**

Job Title:	Evergreen Christian Ministries (ECM) Stayner Camp Managing Director
Camp Locations:	240 Scott St., Stayner ON, L0M 1S0, Canada <ul style="list-style-type: none"> • Live in Stayner year round
Compensation:	<ul style="list-style-type: none"> • an annual base salary based on an average of a 44 hour work week • eligibility to raise additional support • possible eligibility for the T1223 Clergy Residence Deduction benefit • participation in the EMCC Employee Benefits package (Class B) • 3 weeks paid vacation per year outside the camping season (June – September) • 1 week paid sabbatical (for prayer, planning, and spiritual renewal) per year outside the camping season (June – September) • ECM will pay all reasonable job related travel expenses

Summary

The Evergreen Christian Ministries (ECM) Stayner Camp Managing Director (MD) is a full time position responsible for providing or seeing that the following is accomplished: overall spiritual and administrative direction of Evergreen Christian Ministries (ECM) Stayner Camp location, visionary leadership, team building, strategic planning, personnel management, facilities management, site development, fund development, public relations, fiscal responsibility and development of programs. As the MD you will oversee and be ultimately responsible for all ECM ministry areas at Stayner Camp.

You are a mature follower of Christ, committed to serving ECM, in a team-based ministry and with knowledge of your spiritual gifts. The ideal candidate will have identified more than one Spiritual Gift and have a willingness to be involved in various other duties. You should demonstrate initiative and professionalism with a can-do attitude.

Qualifications and Conditions of Ministry

- Born-Again relationship with Jesus Christ.
- Membership and regular church attendance at an Evangelical church.
- Have a passion for Christian camping ministries and pride in our camps.
- Annually affirm the ECM Statement of Faith.
- Annually affirm the ECM Statement of Agreement.
- Read and agree to all the required and related areas found in the Policy & Procedure manual. Such as, but not limited to: Dispute Resolution, Termination of Ministry, Lifestyle, Expense Account and Administrative Structure.
- Submit to and pass an Ontario Police check.
- Eligible to work in Canada.
- Willing to travel, as the job requires.

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Organizational Relationship

- The MD will report and submit to the leadership and authority of the ECM Board Of Directors (BOD).
- Attendance at all BOD regularly scheduled meetings (normally once per quarter) is requested

Performance Assessment

- The BOD will yearly perform a review of the MD in conjunction with members of the ministry teams both paid and volunteer.

Additional Qualifications

The following is not an all-inclusive list and will be reviewed with the MD.

- Excellent written and oral English communication skills.
- Comfortable and proficient in a computer environment using applications such as Word, Excel, PowerPoint and QuickBooks (accounting software).
- Strong technical skills, an aptitude for technical learning and the ability to perform and supervise all basic maintenance tasks around the camp
- An energetic, enthusiastic, and visionary leader with strong interpersonal skills.
- Advanced Administration skills
- Proficient in human resource practices including recruitment and selection, job evaluation, training
- Ability to maintain appropriate confidentiality
- Strong conflict resolution, negation and liaison skills
- Ability to prioritize tasks, meet deadlines, and manage multiple ministry areas with limited supervision
- Demonstrated vision, creativity and imagination
- Willingness to reside on site during designated camps
- Experience in program development
- Knowledge of the principles of strategic planning and implementation
- Knowledge of financial management including budgeting, cost control and fund raising, etc.
- Knowledge of relevant health, safety and legal compliance
- Knowledge of marketing and promotion
- Knowledge of bookkeeping and accounting principles
- Proficient in public speaking and the ability to develop professional quality presentations to be presented in churches and organizations that have an interest in the camping ministry of ECM

Community, Relationships & Human Resource

- Ensure that the camp schedule, Staff, Facilities, Grounds, and the camp policies, rules, regulations, and emergency procedures are ready before the start of each camping season.
- Ensure compliance with all ECM policies, reporting requirements and procedures.
- Hiring of all required ministry staff for family and kids camps which may include but not be limited to; Camp Directors, Program Teams, Maintenance Manager, Seasonal Maintenance staff, Kitchen staff, Office staff, Registrar, Bus Drivers, and Retreat co-ordinators.
- Oversee the recruitment, hiring, training, supervision, and evaluation of paid and volunteer staff and, in consultation with the BOD, termination of staff when necessary.
- Assess and manage all staffing needs.
- Participate in annual paid and volunteer staff evaluation.
- Ensure the creation, review and maintenance of all paid and volunteer staff job descriptions.

- Ensure that all paid and volunteer staff understands their role and responsibility.
- Facilitate regular contact with the churches of the Canada East Conference and with the regional and national networks of camping ministries in the EMCC.
- Maintain a cooperative team spirit with paid staff, ministry leaders and volunteers.
- Maintain high quality relationships with donors, constituents and vendors.
- Personal discretion concerning information of camp life and ministry shared in the normal flow of staff relations and shared in confidence.
- Perform camp and program evaluations in conjunction with the Program Director and the Assistant Program Director in regards to improvements for any subsequent camps.

Program Development

- Ensure and confirm the booking of all family camp speakers, worship leaders and music groups.
- Facilitate program development that would include creating/reviewing schedules for each program
- Ensure communication with all volunteer and paid staff regarding requirements and expectations.
- Ensure the review and evaluation of all camp programs.

Finance

- Develop, present and manage the annual budget in consultation with the ministry teams, finance committee and BOD in accordance with ECM policies and procedures.
- Manage the business operations and administer the budget.
- Develop and participate in fundraising efforts for the ECM.

Property, Safety and Legal Compliance

- Administer and annually review the operations of the camping programs, facilities, and grounds so as to be in compliance with all applicable safety and legal requirements, including best practices and procedures.
- Administer the operation of the camps programs, facilities, and grounds so as to manage risks and attempt to ensure the safety and wellbeing of the camp guests and staff.
- Provide for crisis management and emergency procedures.
- Annually review property and liability insurance coverage and assure adequacy and compliance.
- Facilitate the creation, review and maintenance of the Policy & Procedure Manual.
- Ensure that the Camp facilities and grounds are maintained and operated in a safe, sanitary, clean, and aesthetically pleasing manner.
- Ensure that Camp equipment is regularly serviced and maintained in good operating condition.
- Facilitate the development and maintenance of a detailed site map of the campgrounds, facilities and systems (gas, sewer, water, and electric).
- Facilitate the review and updating of the facilities and property manual, to include detailed records on the maintenance and structure of each camp facility and detailed records on major Camp property (vehicles, watercraft, freezer, cooler, etc.).
- Envision and manage capital improvements in consultation with the BOD and local Property Maintenance staff.

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Marketing

- Development of an ECM marketing plan in cooperation with the Mishewah MD and the ECM BOD, including but not limited to: the development and distribution of all promotional materials (brochures, posters, website, magazines and other promotional venues).
- Facilitate the promotion of ECM camping to local congregations and at EMCC events.
- Facilitate the promotion of ECM camps to entities beyond the EMCC.
- Facilitate the promotion of the Stayner Camp facility as a year round destination and retreat center.

Maintenance

- Ensure all the camp facilities are maintained in good, safe working order.
- Maintain the entire camp property to an aesthetically pleasing standard all year round.
- When necessary, make contact with appropriate skilled trades to perform maintenance tasks that require advanced qualifications.

Professional Development

- Stay current with camping, Christian education, and youth ministry trends.
- Take advantage of training to improve the camp facility and programs.
- Participate in denominational, ecumenical, and professional camping networks.
- Ensure that all full time staff have their own professional development plans and assist with creating those plans as required

Personal Fund Development:

- Develop a personal support team for prayer and financial support through visits, phone calls, and regular prayer letters.