

Position Description

St. Crispin's Conference Center + Camp



ST. CRISPIN'S
CONFERENCE CENTER + CAMP

Mission

"Our mission is to provide a peaceful space where guests experience hospitality, nourishment and an opportunity to grow in the grace of God."

Position: Executive Director

Supervisors: Canon for Finance and Administration, The Episcopal Diocese of Oklahoma; The Board of Directors of St. Crispin's Conference Center + Camp

Supervises: Staff and Volunteers of St. Crispin's Conference Center + Camp

Job Summary

The Executive Director is responsible for fulfilling the mission of St. Crispin's Conference Center + Camp (St. Crispin's) by providing leadership and management of the mission. The Executive Director works in relationship with the Board of Directors, The Episcopal Diocese of Oklahoma (the Diocese), staff, campers and their parents, alumni, retreat leaders and participants to fulfill the mission. The role includes leading sustainability initiatives; supporting quality summer camp experiences; administrative management; securing and supervising center staff; managing finances; and implementing structures and systems for efficient and viable operation. The Executive Director reports directly to the Canon for Finance and Administration of the Diocese and the Board of Director's (the Board) of St. Crispin's

Qualifications

1. Mature adult with a deep Christian faith consistent with the core purpose and core values of the Episcopal Church.
2. Vision, energy and passion for camp and retreat ministry.
3. Relationship building skills to work with volunteers and guests.
4. Experience with marketing to outside groups.
5. Ability to implement best practices for financial sustainability.
6. The ability to create and manage systems, (financial and operational) and people.
7. Welcoming spirit of hospitality and drive for quality ministry.
8. Life experience with cultures other than one's own.
9. Love of creation and commitment to sustainability.

Education and/or Experience

Bachelor's degree (B.A./B.S.) from a four-year college or university; or one to two-years related experience and/or training; or equivalent combination of education and experience is required. Previous supervisory experience is required.

Essential Functions

1. This position is required to live on site and give overall direction to the site and its operations.
2. Ambulatory ability to move about the site and auditory and visual ability to identify and respond to any situation that may arise.
3. Ability to communicate and work with groups and individuals.
4. Cognitive abilities to plan for and coordinate activities at the site.

Authority

Within the policies of St. Crispin's and the Diocese, the Executive Director will have authority to provide fiscal and property management, operational leadership and best practices of the industry, organizational representation, and administrative supervision to center staff.

Specific Responsibilities

1. To oversee all aspects of St. Crispin's on behalf of the Diocese and the Board. This focus will include oversight of the operations of St. Crispin's, which include operations, employee culture, accountabilities, and marketing.
2. Managing the annual budget
3. Completion of monthly reports to the Diocese and bi-monthly reports to the Board.
4. Provide personnel administration – supervision, employment, and termination – for members of St. Crispin's staff.
5. Recruit open or identified staff positions.
6. Oversee the stewardship of site and facilities with an emphasis on sustainability.
7. To recruit and support volunteers as partners in ministry.
8. Operate St. Crispin's in compliance with all applicable state and local regulations (food service, health, etc.).
9. Increase revenue and bookings through direct marketing and sales efforts.
10. Other items:
 - o Additional responsibilities as may be mutually agreed upon with the Diocese and Board.

Supervisory Responsibilities

The Executive Director directly supervises St. Crispin's staff. The Executive Director carries out supervisory responsibilities in accordance with St. Crispin's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; scheduling and approving time worked; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms; and lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment Requirements

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Work Hours

Work hours shall be such that all groups' needs are met and to provide excellent service in all departments.