

DuBois Center of the Illinois South Conference



Interim Executive Director

Reports to: the Conference Minister and the governing board of the Conference

Organization Overview

For over 60 years, DuBois Center has been a sacred place for children, youth, and adults to experience the wonder of God's creation. DuBois Center is an all-season camp and retreat center owned and operated by the Illinois South Conference of the United Church of Christ. DuBois Center offers a summer camp season for children and youth, nature programs for local schools in the fall, and space for those in our Conference and outside groups and ministry partners to host events and retreats.

Position Overview

The Illinois South Conference of the United Church of Christ seeks a seasoned leader who can offer administrative, financial, and management oversight as the Interim Executive Director for DuBois Center. The Interim Executive Director will help us discern the right staffing model, best practices, and procedures as an organization, identify and name our strengths and opportunities, as well as our weaknesses and areas of growth.

We seek someone with the experience to oversee the day-to-day operations, hire and guide summer and full-season staff, and maintain healthy relationships with all DuBois Center seeks to serve.

Position Start Date and Duration

The Interim Executive Director is an onsite role that can begin immediately. This two-year contracted position will be offered with the possibility of the candidate being considered for the permanent position.

Compensation

- We will provide a compensation package of \$60,000 to \$65,000 (based on experience) and an onsite three-bedroom house with utilities for this full-time position.

Major Responsibilities include:

Business Operations

- Oversee the day-to-day operations of DuBois Center and its office
- Ensure a consistent and timely communication system is in place between DuBois Center staff, Conference staff, and committees
- Provide and model excellent hospitality for all DuBois Center guests
- Oversee operational costs and prepare payroll reports with fiscal responsibility

Staff Management

- Help build a strong staff by recruiting, hiring, training, supervising, and evaluating staff and volunteers
- Manage staff in a way that develops open communication and good morale during the transition period to a permanent Executive Director

Health & Safety

- Comply with all local, state, and federal guidelines for safety, health, licensing, and certifications and American Camp Association guidelines

Development

- Collaborate with staff and volunteers to develop marketing materials for DuBois Center
- Serve as the public spokesperson for DuBois Center, representing DuBois Center in the Conference, our churches, and the community when necessary and appropriate
- Maintain good relationships with existing partners while cultivating new relationships to expand the programming and utilization of DuBois Center

Visioning

- Work in partnership with DuBois Center and Conference staff and Conference committees and teams to identify and forecast needs, strategic priorities, and improvements for DuBois Center
- Offer insights and suggestions to prepare DuBois Center for its next Executive Director

Requirements:

- Bachelor's degree in outdoor recreation, education, ministry, leadership, management, or other relevant fields.
- Experience in oversight of a full-season camp, which includes overnight summer camps, retreats, and special events.
- Proven record of managing a staff which includes youth.
- Computer, word processing, and database management skills.
- Must be able to pass a background check and complete additional training on diversity and safe conduct in the workplace.
- Must reside on-site while in the position.

Core Competencies:

- High ethical standards and a strong sense of integrity
- Strategic thinking and an agent for planned change
- Capable of handling uncertainty and high-stress situations
- Adept at prioritizing, planning, and managing multiple tasks and agendas with diverse audiences.
- Strong communication skills in person, online, and on the phone.
- Leads confidently with clarity and kindness.

To Apply:

Please email a statement of interest and resume to Kaleidoscope Inc. at DuBois@kaleidoscopeinc.com for more information about the position.