

EXECUTIVE DIRECTOR POSITION JOB DESCRIPTION

Presbytery Point Camp & Conference Center (PPCCC) Mission Statement:

Presbytery Point brings together people to learn and grow in the beauty of God's creation by reaching out and welcoming all to join together in faith, fellowship, and recreation.

Position: EXECUTIVE DIRECTOR

Reports to: Board of Directors

The Executive Director is responsible for providing leadership in administration, programming, staffing, and planning, as well as serving as the on-site liaison for visiting groups and organizations that use the camp year-round.

Essential Duties:

Fiscal Management

Work with the Finance and Fundraising/Marketing Committees to:

- Create and manage the annual budget.
- Responsibly oversee the financial operations of the camp.
- Develop and implement fundraising opportunities.
- Cultivate donor relationships and development strategies.
- Promote the financial long-term stability of PPCCC.

Promotion & Outreach

Work with the Board and Fundraising/Marketing Committee to:

- Promote PPCC programs and facilities through effective marketing, public relations, and communication with campers, prospective donors, local schools, PCUSA churches, and other organizations in Northern Michigan.
- Serve as the spokesperson for PPCC and represent the camp at conferences, events, and Presbytery meetings.
- Engage with the local community to highlight PPCC offerings.
- Prepare materials for PPCC newsletters.
- Develop partnerships with other organizations and groups to further PPCC's mission.
- Foster relationships with local neighbors.

Human Resources

Work with the Personnel Committee to:

- Recruit, train, and supervise all summer staff, both paid and volunteer.
- Recruit spiritual leaders for each week of PPCC camp.
- Create an atmosphere that promotes learning and growth for all staff members.
- Supervise staff and volunteers in the day-to-day operations of the camp.
- Stay up to date on applicable employment laws and procedures.
- Conduct annual evaluations for all paid staff.
- Train visiting organizations and camps on applicable rules and laws regarding staff.

Facilities

Work with the Buildings and Grounds Committee and the Board to:

- Ensure safe and well-maintained facilities for all camps and visiting groups.
- Develop a long-term maintenance schedule for renovations and facility replacements.
- Organize and promote work camps for opening and closing summer facilities.
- Create opportunities for mission groups to utilize and serve the camp.
- Stay up to date on necessary insurance and inspections.
- Serve as the on-site host for outside groups using the facilities.
- Work with Buildings and Grounds personnel to maintain a safe and beautiful environment year-round.

Planning & Administration

Work with the Board to:

- Develop and recommend short-term and long-range strategic plans.
- Recommend policy changes to better fulfill the mission of the camp.
- Attend all Board of Directors meetings and present a written report at scheduled meetings.
- Direct staff meetings and training sessions.
- Ensure that PPCCC maintains adequate insurance coverage at all times.
- Collaborate with the Presbytery of Mackinac on long-range planning for PPCCC.

Program Development

Work with the Program Committee to:

- Develop engaging and effective summer programming.
- Research and implement changes to summer programs based on trends, needs, and interests that align with the camp's mission.
- Identify opportunities to utilize facilities in the off-season.
- Set measurable goals to evaluate program effectiveness.
- Hire and oversee a Program Director for PPC summer programs.

Leadership

Work with the Board to:

- Maintain open lines of communication between the Executive Director and the Board.
- Provide excellent supervisory skills for summer staff and volunteers.
- Seek opportunities to offer leadership training to the local community.
- Consistently promote the love of Christ to all individuals encountered.

Other Duties:

This is a year-round, exempt position, with the majority of work hours occurring during the busy summer season. (March–September: 40+ hours/week; October–February: 20+ hours/week).

The Executive Director also serves as the on-site contact for groups utilizing the facilities in the off-season. Additional duties may be required to further PPCCC's mission and ministry with all organizations using the facility.

Evaluation:

Performance and the position description will be reviewed annually by the Board of Directors.

Expectations:

This is an active position that requires a leader comfortable with managing staff and volunteers while spending significant time outdoors in various weather conditions during the summer. The Executive Director must be flexible, able to think on their feet, and adapt to rapidly changing situations. They will interact with diverse groups of all ages and backgrounds and must be comfortable communicating with people from different experiences and perspectives.

Qualifications:

- Ability to perform duties across rough terrain.
- Willingness to travel for camper and staff recruitment, camp promotion, meetings, and donor cultivation.
- Strong written and verbal communication skills.
- Background in Outdoor Ministry and Summer Camping.
- Strong interpersonal skills and ability to work well with people.
- Relationship with Jesus Christ and a willingness to share faith with others.
- High level of discernment, honesty, and integrity.
- Proficiency in database management, Google Docs, social media, and Square-space, website updates.
- Valid driver's license and ability to pass all background checks.

Salary & Benefits:

- \$42,000/year (including a stipend for individual health insurance).
- Year round, on-site housing is available.

Notes: This document serves as a guideline of expectations and necessary skills but does not encompass all responsibilities of the Executive Director role.