



**Ministry: Camp Director**

**Classification:** Year-round Exempt

**Reports to:** Camp Dixie Board of Directors

**Position Purpose**

The Camp Dixie Director oversees the entire ministry, organization and facilities; provides a vision for the ministry and a plan for the necessary resources (financial, program, personnel, facilities, etc.) required to meet the mission. The Camp Dixie Board of Directors currently maintains a treasurer for bookkeeping and paying bills, leads and implements fundraising through chicken dinners and other means, and approves and assists with recommended facility repairs and upgrades.

**Required Qualifications**

The Director shall:

- be at least 21 years of age.
- be a dedicated Christian with membership in an LCMS congregation.
- have a spiritual and emotional maturity as described in Paul's letters to Timothy
- exhibit a genuine love and concern for others as Paul wrote to the Corinthians.
- demonstrate a servant's heart with integrity, joy, enthusiasm, initiative, self-control, a willingness to learn, a sense of spiritual direction, and the presence of God in his/her life.
- possess at minimum a bachelor's degree preferably in ministry/education OR a degree and at least four years of job related experience.
- desire and have the ability to work outdoors with children, youth and their families; and make a year round effort to support the family and their church workers in building up the campers' faith.
- lead peers and campers to achieve specific outcomes through group activities (devotional and recreational); including the ability to creatively schedule programs, facilities, and staff.
- have a current driver's license and good driving record.
- understand and comply with Camp Dixie's Mission Statement.
- serve and perform tasks beyond those assigned.
- be capable of and willing to do the following physical demands, as necessary:
  - high physical engagement with youth and adults, primarily in the summer and occasionally at other times.
  - ideally, able to see a person, in order to identify a water rescue, 40 feet away without glasses.
  - run or jog ½ mile without stopping and still be able to walk and engage with children.
  - operate and train others on power and landscaping equipment for grounds maintenance.
  - lift 30 lbs. regularly and 50 lbs. occasionally.

**Preferred Qualifications**

- Administration: Able to prioritize personal office duties, phone calls and manage contacts; is self-disciplined to rest well and take days off to be fully engaged in ministry.
- Team Player: Able to accept and give feedback, mentorship and guidance.
- Teaching methods: Ideally, an understanding and experience with Kolb's learning cycle.
- Lifeguard Certification: Maintain a Deep-Water Lifeguarding certification and possibly train as a Lifeguarding Instructor.
- Facilitator in challenge course; including testing and processing personality types and learning styles with adult groups. This requires an equivalent ACCT certification for the level of facilitation or equivalent experience.
- Previous experience as a member of a summer camp staff.
- Proficient in Apple Pages, Numbers and Keynote and/or Microsoft Word, Excel, and PowerPoint.
- The ability to play guitar (or Ukulele, etc.) and lead a group in singing.
- Possess imagination, a sense of humor, patience, conviction, sincerity, enthusiasm, initiative, self-control, adaptability, willingness to learn, integrity, ingenuity, a sense of spiritual direction, and the presence of God in his/her life.
- Food service experience cooking for groups of up to 30 people with joy.
- A "YES" person - seen as making opportunities for creative ministry a YES one way or another.

## Responsibilities

The Camp Director's responsibility is to see that Camp Dixie grows to be a strong fiscally sound ministry - expanding the opportunities for partner churches and ministries of the LCMS Southern District and be an effective resource for youth ministry. The director provides leadership for operations, promotion and fundraising and shall be a KEY player and the face of the ministry for Camp Dixie.

- **Program:** Design, implement and evaluate all camp activities with the approval of the Camp Board of Directors. Ensure the creation, development and ongoing implementation of all programs and activities are conducted in a Christ-like manner consistent with the LCMS church doctrine and with the review and approval of the Board and its Pastoral Advisor to the Board.
- **Promotion:** Create and present an annual promotion plan which includes visits to churches and LCMS schools to promote the program by leading chapels, Sunday School, etc. Exhibit a clear understanding of reaching target audience; attend key functions of congregations, district, etc.
- **Property:** Provide vision for, training and support volunteers in being successful with the upkeep and improvements of facilities in line with the strategic goals. Provide clean and healthy facilities.
- **Personnel:** Evaluate applicants, hire and manage the seasonal staff for summer camp and part-time staff as necessary to support camp activities.
- **Policy & Fiscal Oversight:** Implement and follow up-to-date fiscal policies, maintain a close watch on income and expenses so as to live within an approved budget, recommend annual budgets, set fees in accordance with expenses and contributions, discern the relationship between adding campers through quality promotion and expenses, suggest policies, develop and propose policy handbooks that will make Camp Dixie a fiscally sound operation.

## Essential duties

1. **Office:**
  - a. Operate the office in a professional manner.
  - b. Reply to phone messages and email within 24 hours and written correspondence within 72 hours.
  - c. Coordinate the registration of summer camp attendees.
  - d. Advance Camp Dixie's programming for outdoor education, confirmation retreats, etc. within the LCMS Southern District.
  - e. Coordinate User Agreement for groups seeking to rent the facility and collect payments.
  - f. Track donations, make deposits and forward bills to the treasurer.
  - g. Maintain accurate files for vendors of professional services to Camp Dixie.
2. **Program:**
  - a. Create, implement and lead, when necessary, summer camp and other program themes, Bible studies and supportive programming.
  - b. Recruit, hire and train the necessary staff for all programming.
3. **Food Service:**
  - a. Maintain food service certification as required through the Baldwin County Health Department.
  - b. Cook for small groups and hire food service staff when fiscally feasible.
  - c. Oversee qualified food service staff and volunteers. (ServSafe, AL Food Handler, etc.)
4. **Property:**
  - a. When possible perform minor repairs (changing light bulbs, touch up painting, etc.) and when necessary coordinate with a professional contractor for major repairs.
  - b. Perform maintenance of the grounds and mowing; may be coordinated with Board for volunteers to support this task.
  - c. Coordinate projects with outside groups for servant events held at Camp Dixie.
5. **Finance & Fundraising:**
  - a. Guide and assist the Board of Directors in fundraising activities.
  - b. Be present at and support the Camp Dixie chicken dinners which are currently a primary fundraising event held 8 times/year (currently) and coordinated by the Board of Directors.