

## **JOB DESCRIPTION...EXECUTIVE DIRECTOR**

Lutheran Valley Retreat

### **SUMMARY DESCRIPTION OF POSITION**

The executive Director, the principal employee of the corporation, shall plan, administer, supervise, and control all of the business and affairs of Lutheran Valley Retreat under the direction and supervision of the board of directors of the corporation toward the end that the Kingdom of Jesus Christ is promoted through outdoor ministry.

### **DUTIES AND RESPONSIBILITIES**

General duties/responsibilities shall include but not be limited to:

1. Insuring that all aspects of Retreat operation serve the Lord Jesus Christ.
2. Assessing the needs of LVRetreat's ministry and recommending immediate and long range goals and strategies to meet those needs including the development/revision of a master plan.
3. Making policy recommendations by which the affairs of the ministry shall be managed.
4. Developing, administering, and supervising the various programs offered through Lutheran Valley Retreat.
5. Reporting regularly to the Board of Directors regarding the progress of the various aspects of Retreat operation.
6. Organizing and administering an efficient office operation to adequately handle the business, operational, and promotional activities of the ministry.
7. Supervising all other Retreat staff whether full-time or part-time and hiring/discharging all seasonal, part-time, and temporary staff in Board approved positions (program, food service, maintenance, office, etc.).
8. Providing appropriate training for the various staff functions.
9. Encouraging, coordinating, and supervising the use of volunteers in as many facets of the Retreat as possible.
10. Maintaining a close liaison, coordination, and cooperation with Lutheran Valley Ranch as well as with Wildhorn Ranch and other neighbors.
11. Being responsible for the ecological and environmental stewardship of Lutheran Valley Retreat.
12. Recommending an annual budget which reflects the immediate and long range goals of the ministry and available resources.
13. Carrying out aggressive programs of promoting involvement in Retreat activities (i.e. camps, etc.) And fund-raising for the support of such ministries through the position of Development Coordinator.
14. Supervising improvements and construction at LVRetreat.
15. Working for the highest possible standards of safety for Retreat program participants, personnel, volunteers, and visitors.
16. Entering into routine contracts necessary for the implementation of approved activities and services.
17. Maintaining personal activities of spiritual growth and professional development.
18. Working closely with the Executive Committee and various action committees of the Board of Directors.
19. Other duties as assigned by the Board of Directors.

### **RELATIONSHIPS**

The relationship of the Executive Director to other individuals and groups is described in the following statement from the Board adopted Organizational Structure for Lutheran Valley Retreat, INC.:

"Central to the entire organization is the Executive Director, who provides a single focal point for all activities. The Board of Directors retains the ultimate authority for all policy making. The Executive Director is charged with the responsibility of implementing these policies. The other paid staff and volunteer resource groups assist the Executive Director."

Further description of relationships:

The Executive Director:

1. Is responsible to the Board of Directors and its Executive Committee, of which he is a member.
2. Works closely with the Board action committee.
3. Is responsible for and supervises all Retreat employees, full-time and part-time.
4. Serves as a liaison between LVRetreat and LVRanch.
5. Coordinates the work of all volunteers.