

Indiana Conference of The United Methodist Church

POSITION DESCRIPTION

1. **Title of position** Associate Director for Camping Ministries
2. **Classification** Managerial
3. **Supervisor** Director of Connectional Ministries
4. **Responsibilities**

a. Overall purpose of position

The Associate Director of Camping Ministries is employed by the Indiana Conference of The United Methodist Church to facilitate the work of the Camping Team (the board) for the development of a vital and viable ministry to, and on behalf of, the United Methodist Churches in Indiana.

Responsible for all executive functions in relation to:

- 1) Refining a new vision for the Indiana camp/retreat ministry, honoring the past and responding to future challenges
- 2) Assisting the board in formulating policies and practices to implement the new vision
- 3) Supporting the board in its strategic planning
- 4) Overseeing the development and implementation of a comprehensive program plan
- 5) Managing the administrative and operational functions of the programs and sites
- 6) Establishing and managing a system that assures fiscal responsibility
- 7) Managing public relations.

b. Essential functions (leading the organization by setting the spiritual tone for the ministries)

- 1) Assist the board in establishing policies that enable the organization to carry out its mission.
- 2) Facilitate board strategic planning.
- 3) Provide leadership to all staff to help them understand and implement the policies of the board and the annual conference.
- 4) Provide personnel administration – supervision, employment and termination – for all staff in accordance with Annual Conference personnel policies.
- 5) Develop a committed team of staff and volunteers working toward the same ministry goals.
- 6) Promote and represent the organization effectively, linking the camping program to the goals and mission of the Annual Conference.
- 7) Interact with other annual conference staff in formulating the larger vision of the annual conference.
- 8) Market the organization to UM churches, and beyond the borders of the conference and the denomination as appropriate.
- 9) Implement stewardship practices to protect the ecology of the facilities.
- 10) Support the work of the capital campaign and provide leadership for the development of annual giving and designated gift programs.

c. Occasional functions

- 1) Christian Hospitality
 - a) Assist the staff and board in developing a clear understanding of hospitality as ministry, and how it is carried out on the sites.

- b) Provide comfortable quality physical facilities and services to meet the needs of camps/retreats and guests.
- c) Maintain utility systems, buildings, grounds, and equipment to provide a clean, safe, comfortable and attractive facility for all users.
- d) Be advised of and assure that all camps are in compliance with local state and federal codes, regulations and requirements.
- 2) Site Operations
 - a) Within stated budget constraints and in accordance with all applicable codes and regulations, develop and implement a preventative maintenance plan that will address on-going operational needs and maximize the life and usability of facilities and equipment for the future.
 - b) Advise the board regarding major maintenance and development needs on the sites.

d. Supervision of staff/volunteers

- 1) Secure, motivate, train and supervise appropriate staff and volunteers necessary to accomplish the mission of the board and in accordance with Annual Conference personnel policies.
- 2) Ensure that Safe Sanctuary practices are followed to insure the safety of children, youth, and vulnerable adults while participating in activities at conference camp/retreat facilities.

e. Workplace requirements

- 1) Ability to effectively use mobile communication devices
- 2) Ability to travel by car and occasionally by airplane

f. Budget accountability

Accomplish the mission of the board within the approved budget.

5. Qualifications required to carry out this position: knowledge, abilities, and skills

- a. Expertise and experience in “growth management” in a mission-based organization, with the ability to understand what must be operable for excellent outcomes
- b. Knowledgeable and supportive of the mission and ministry of The United Methodist Church – “To make Disciples of Jesus Christ for the transformation of the world”
- c. Deep sensitivity and commitment to diversity (culture, race, gender, theology, etc.)
- d. Ability to manage time without regular supervision
- e. Ability to prioritize work
- f. Ability to communicate effectively with peers, staff, volunteers and guests
- g. College degree in appropriate field
- h. Minimum of 10 years experience in field preferred

6. Additional comments that may aid in describing the work of this position

An outstanding candidate for this position will demonstrate the ability to lead the organization through the process of growth and to manage the operational functions for a sustainable future.