
POSITION DESCRIPTION

DIRECTOR OF NEXT GEN

Discover the warmth of our hospitality at Camp Caroline. Located in the foothills of the Canadian Rockies we are one of Alberta's premier year-round Christian camp and retreat centers.

The ministry of Camp Caroline exists to encourage first steps in a life-long journey with Jesus; next steps that follow him faithfully; and servant-leadership that exemplifies his compassion and concern for others.

We strive to create getaways with greater purpose that encourage life-changing experiences, therefore our skilled staff are carefully selected with our campers and guests in mind. Staff are recruited not only for their ability to perform their duties but also for their trustworthy character and commitment to serving campers and guests with an exceptional standard of care.

Reporting to the Executive Director and serving as a director in the ministry, the Director of Next Gen will be responsible for providing leadership, in partnership with our team of directors, to our discipleship and leadership development initiatives. This will include giving direct leadership to our lead camps, as well as developing strategies and programs to intentionally invest in the next generation. Each of these are expected to uphold the ministry mapping of Camp Caroline.

Requirements:

- A personal profession of faith in Jesus for salvation and witness of obediently following him
- A member or adherent in an evangelical church
- Agreement with the mission, vision, values, commitments, and beliefs of Camp Caroline
- College/University degree or equivalent experience
- Demonstration of a Christian calling to camp ministry
- Demonstrated ability to maintain healthy working relationships with a team
- Demonstrated ability to organize, plan well, and think strategically
- Demonstrated ability in developing and managing a budget of no less than \$50,000
- Demonstrated ability to initiate and follow through on projects with excellence
- Demonstrated interpersonal and communication skills
- Demonstrated ability to handle sensitive and/or confidential situations with respect
- Availability to work regular, irregular, and/or extended hours
- Ability to work in adverse weather conditions
- Ability to lift 25kg without assistance
- Availability to work on-site at Camp Caroline
- General computer knowledge and ability to use Microsoft Office and other basic software
- Valid driver's license
- Completion of reference and background checks

General Responsibilities:

- Uphold the mission, vision, values, and commitments of Camp Caroline with the highest standard of excellence

- Uphold Camp Caroline policies and adhere to policies, best practices, and principles related to standards of service care and excellence as established by recognized authorities
- Assist in nurturing the spiritual atmosphere of Camp Caroline for campers, guests, and staff
- Development of a welcoming atmosphere and safe environment for campers, guests, and staff
- Anticipate and address camper and guest's service needs

Requirements for Lead Camps:

- Work with the Executive Director and our team of directors to create and maintain a planner to deliver high value, high impact lead camp programming and experiences based on Camp Caroline's ministry mapping
 - Actively support the discipleship of lead campers and staff
 - Work to foster a Christ-centered community among lead campers and staff
 - Take time to pray with lead campers and staff
 - Cultivate meaningful relationships with lead campers, families, and staff
- Direct the delivery of lead camp programming
 - Ensure programming is planned properly and prepared for delivery
 - Oversee the delivery of programming
 - Oversee the processing of lead camp applications and any communication with lead campers and parents
 - Plan any relevant training for lead camp staff
 - Oversee the promotion and expansion of lead camps
 - Provide a strong day-to-day leadership presence and support an open-door policy among all staff
- Work with the Executive Director and our team of directors to evaluate program models and performance
 - Assist in the ongoing development and innovation of program models: developing and managing retention strategies for campers, staff, and strategic partners

Requirements for Discipleship and Leadership Development Initiatives:

- Work with the Executive Director and our team of directors to develop ministry initiatives that will intentionally invest in the next generation based on Camp Caroline's ministry mapping
 - Actively support the discipleship and leadership development of youth and young adults
 - Work to foster a Christ-centered community among the youth and young adults connected to camp
 - Take time to pray with the youth and young adults connected to camp
 - Cultivate meaningful relationships with the youth and young adults connected to camp
- Direct the delivery of related programming
 - Ensure programming is planned properly and prepared for delivery
 - Oversee the delivery of programming
 - Oversee the processing of applications and any communication with participants
 - Plan any relevant training for staff
 - Oversee the promotion and expansion of lead camps
 - Provide a strong day-to-day leadership presence and support an open-door policy among all staff
- Work with the Executive Director and our team of directors to evaluate program models and performance
 - Assist in the ongoing development and innovation of program models: developing and managing retention strategies for campers, staff, and strategic partners

Requirements for Retreats and Rentals:

- Assist the Executive Director and our team of directors to deliver high value, high impact retreat and/or rental experiences based on Camp Caroline's ministry mapping

Requirements for Risk Management:

- Ensure programming and experiences meet recognized risk management standards, both internal and external

Requirements for Budget Management:

- Work with the Executive Director and our team of directors to prepare the annual budget and planner for camps and initiatives
 - Manage and maintain a budget and planner that is realistic, responsible, and reflects excellent stewardship of resources – financial, material, and personnel
 - Ensure expenses are planned properly and have a contingency of no less than 10% and no more than 25%

Requirements for Staff Management:

- Direct the recruitment and selection process of lead staff that support the vision and values of Camp Caroline
 - Assist with staff recruitment, hiring, and compensation (using established grids)
- Work in conjunction with the Executive Director and our team of directors regarding discipline, discontinuation, or dismissal of supervised staff
- Ensure that supervised staff are properly resourced and represented among the leadership of the organization and ministry
- Provide leadership, coaching, and supervision to supervised staff
- Review and approve supervised staff payroll

Time Management:

- General responsibilities – 5%
- Lead Camps – 30%
- Discipleship and Leadership Development – 30%
- Retreats and Rentals – 10%
- Risk management – 5%
- Budget management – 5%
- Staff management – 15%

Key Working Relationships:

- Executive Director
- Director of Administration and Finance
- Director of Camps and Retreats
- Director of Operations
- Director of Site and Facilities
- Retreat Coordinator
- Assistant Director of Camps
- Food Services Team Lead
- Registrar and Ministry Assistant
- Lead Staff
- Volunteer Staff