

**CAMP DIRECTOR**  
**Job Description**  
**Lake Lundgren Bible Camp**

POSITION: Camp Director

**SUMMARY OF POSITION:** The Camp Director shall model, uphold and communicate the Lake Lundgren Bible Camp Statement of Faith, i.e., Creed, as occasion permits. Further the Camp Director shall have the responsibility for the design, implementation and evaluation of camp ministries with the support of the Camp Board of Directors and will provide leadership for operations, promotion and fundraising. The Camp Director will direct and manage a full, part-time and seasonal staff. This position will ensure the creation, development and ongoing effectiveness of all programs and activities. All functions and activities will be performed within the stated mission, vision and core values of the Camp. The Camp Director reports and is responsible to the Camp Board of Directors.

**QUALIFICATIONS:**

1. Has an active faith in Jesus Christ and desires to see campers come to know and grow in Him
2. Bachelor's Degree and at least five years Christian camping experience, or the equivalent (seminary training desirable)
3. Possess proven public relations and fundraising skills
4. Experienced in camp operations management, or the equivalent, including oversight of budgets
5. Displays effective interpersonal skills (shepherding skill desirable)
6. Possesses strong conceptual and visionary competence
7. Is flexible and accommodating to the time and fluctuating demands of camp and retreat ministries
8. Is physically able to handle the demands and rigors of a schedule and responsibilities that can result in long and demanding days, and an environment that requires navigating uneven and steep terrain

**GENERAL RESPONSIBILITIES:**

1. Responsible for the overall operation of Camp
2. The Camp Director will communicate and collaborate with the Board of Directors, to:
  - a) Implement and uphold all Board policies
  - b) Work with the Board to prepare a long-range, strategic plan for Camp
  - c) Report regularly to the Board about progress toward organizational objectives, financial status of the organization and other issues of concern to the Board
  - d) Initiate and direct the development of policies for Board approval
3. Provide leadership and oversight for the Camp staff, including:
  - a) Promote a cooperative and cohesive team environment with the staff
  - b) Serve as an effective coach and mentor to the staff
  - c) Responsible for the hiring, evaluation, promotion and discipline of all staff (Hiring of full time missionary staff requires board approval)
4. Oversight of programs and activities of Camp with the stated mission, vision and core values of the organization, including:
  - a) Oversee new programs and activities
  - b) Continually monitor the quality, attendance levels, costs and appropriateness of children, youth and adult programs and activities
  - c) Encourage and manage the Program Director to develop and coordinate attractive and purposeful programs and activities
5. Oversight of building and grounds, program and kitchen leadership
6. Develop and implement successful fundraising programs
7. Establish and monitor all budgetary and fiscal operations with a sensitivity for cost effectiveness
8. Serve as the primary spokesperson and promoter of Camp to camp members churches and individuals
9. Responsible for the health and safety standards for all staff, campers and guests
10. Perform other responsibilities as necessary or as assigned by the Board of Directors

**HOUSING:**

1. Not required to live on site
2. Services are required to maintain 24-hour a day communications to handle emergency situations

**AUTHORITY:**

The Camp Director has the authority to implement the policies of the Camp Board of Directors, to administer and manage day to day operations of Camp, its staff, its programs and the development functions of the Camp.