

POSITION DESCRIPTION

Executive Director – Camp Hopewell

Title(s):

Executive Director – Camp Hopewell

Classification and Term:

This is a full-time, exempt staff position for an indefinite term

Responsibilities:

The Executive Director serves as head of staff for all Camp Hopewell (www.camphopewell.com) staff members, with overall responsibility for motivating and nurturing the entire staff. The Program Director, Site Director, Food Services Manager, and Registrar all report directly to the Executive Director.

The Executive Director is responsible for oversight and spiritual leadership of the camp community and programs:

- Guides and leads from within the broad bounds of the Reformed tradition, abiding by the camp's and presbytery's policies, and modeling Christian behavior, lifestyle, and discipleship
- Works with the presbytery's Camps and Conferences Committee to develop and implement both a summer camping season, and other camping and retreat opportunities
- Oversees all communication, and works to promote camping opportunities in the presbytery's congregations and in the wider community
- Works to maintain and build positive and productive relationships with both the presbytery and our Hopewell neighbors and community
- Oversees all licensing and accreditation requirements including state requirements, PCCCA and ACA, and is actively involved in regional and national denominational work
- Creates an environment that promotes equity, diversity, and inclusion
- Coordinates and shares hosting responsibilities with other directors

The Executive Director is responsible for the financial security of the camp program:

- Develops and oversees annual budgets and finances, with overall responsibility for good stewardship of resources, including use of invested and restricted funds

- Works to increase revenue through partnerships, scholarships, funds solicitation, funding campaigns, the Friends of Hopewell program, and other creative means

The Executive Director is responsible for oversight of the physical property of the camp:

- Ensures that facilities are maintained and operated in a safe and effective manner
- Develops and implements a long range facilities development plan in conjunction with the Camps and Conferences Committee and consistent with the camp's mission and values

Accountability

The Executive Director is accountable to the Presbytery of St. Andrew (www.standrewpresbytery.org) through its Administrative Board, and is directly supervised by the Executive Presbyter as Head of Staff.

Compensation

Compensation includes a competitive salary package with full PC(USA) Board of Pensions benefits (Medical, Pension, Death, and Disability) as well as continuing education and travel allowances.