



On Beautiful Pigeon Lake, Alberta

Hiring Executive Director

Our Mission: to create a community where all can grow in spiritual awareness and servant leadership

Mulhurst Camp invites qualified and motivated individuals who enjoy working with children, teenagers, young adults and their families and who have significant experience in camp ministry and/or non-profit leadership to apply for the year-round position of **Executive Director**.

THE POSITION:

Mulhurst Camp, a growing ministry and year-round facility, is an inclusive community and a place where lives are transformed. As the Executive Director, you are responsible for living out the mission, vision and values of the camp through building inspirational and engaging experiences for our campers and our staff and establishing caring and supportive relationships among all stakeholders. In collaboration with the Board of Directors and other camp staff, you will provide visionary leadership to all aspects of Mulhurst Camp: organizational, operational, financial, promotional, relational, spiritual. The role is dynamic, demanding and constantly evolving; the person we are seeking to be a part of our camp family is enthusiastic, dedicated, adaptable, kind, self-motivated, and joyful.

LEADERSHIP:

- Lead the strategic vision of the camp as a flexible, collaborative, humble leader.
- Act as a positive, present role model for campers and staff through displaying integrity, honesty, positivity and professional behaviour.
- Create a safe and welcoming environment for people of all backgrounds.
- Model and teach gratitude, kindness, respect and an appreciation of self, others, relationships, our camp and the earth.
- Represent Mulhurst Camp to the greater community with respect, optimism and joy.
- Train and mentor team members, maximizing their strengths and, at all times, preserving their dignity.

HUMAN RESOURCES:

- Foster an effective and caring work environment where personal and professional development is encouraged.
- Develop a staffing structure that supports the efficient and effective delivery of programs and the mission, including hiring, managing and mentoring staff.
- Collaborate with the Summer Program Director to train leadership staff.
- Supervise camp staff using a supportive leadership model; provide feedback and coaching.
- Cultivate and strengthen meaningful relationships with staff AND staff alumni.
- Build positive relationships with partner organizations, the local community and the broader church community; coordinate community engagement.
- Maintain accurate staff files and manage all logistics associated with staff.

PROGRAM:

- Ensure all programs (camps, events, rentals, activities) are aligned with the Mission and Vision of the camp and well as the Alberta Camping Association Standards.
- Oversee and participate in the process of recruiting and enrolling campers in all camp sessions.
- Work with staff to ensure a healthy, fun-filled, challenging summer of significant growth.

- Ensure that all camp programs are run safely and are current and enriching for campers, staff and families.
- Work with your staff team to bring God's transforming love into the lives of children, youth and adults.
- Host rental groups and provide support and instruction as needed.
- Design and launch events to increase off-season revenue.

ORGANIZATIONAL MANAGEMENT:

- Generate specified monthly reports and manage assigned budgets appropriately.
- Complete all administrative duties pertaining to camp, year-round programs, campers and staff.
- Organize rental, school group and retreat bookings while securing sufficient staff.
- Plan and coordinate all schedules for camp programs.
- Apply for applicable grants.
- Working closely with the Board, develop strategic and capital project plans for the organization as well as operating goals that stem from these priorities.
- Ensure the safety, security and maintenance of all camp facilities.

COMMUNICATION:

- Act as the key communicator for parents, rental groups and event participants and the principal contact for staff.
- Support the Board's involvement in fundraising, personally cultivate and solicit donors, develop sustainable fund-raising plans and processes.
- Through thoughtful and innovative marketing strategies, seek new supporters while engaging existing and past ones.
- Attend and lead staff, board and team meetings and provide written reports as required.
- Act as the voice of the camp and handle any public relations requests.

QUALIFICATIONS/EXPERIENCE/COMPETENCIES:

- An enthusiasm for and an understanding of camp ministry and a love of children and nature.
- Experience working with non-profit organizations and managing schedules, budgets, fund-raising and staff.
- A preference for college or post-secondary education in a related field of study (recreation management, business management or education) or an equivalent combination of education and experience will be considered.
- Strong entrepreneurial, marketing, communication, problem-solving, relationship skills.
- A passion for the mission of the camp and the ability to communicate it in such a way that it excites and invigorates.
- Ability to be excited by the opportunity to help shape the future of young leaders and the organization as a whole.

OTHER:

- The hours are varied and flexible throughout the year, with more hours required during the summer camp program and its lead up.
- Remuneration will be commensurate with education and experience.
- The preferable start date is ASAP.
- Please see website for more information: mulhurstcamp.ca.

Closing Date: February 19, 2024

Applications (including a cover letter and current resume, including references) should be sent to the hiring committee at hr.mulhurst@gmail.com