



Position Description: Transitional Executive Director

Purpose: To provide transitional leadership and direction for spiritual formation, programming, and facility operation that offers a sacred space, inviting all to experience the life-changing love of Christ in the beauty of God's creation.

Areas of Responsibility:

Hospitality

- ◆ Encourage, facilitate, and coordinate guest reservations
- ◆ Be on call for site, camper, and guest emergencies
- ◆ Encourage and maintain good public relations with all guests and neighbors

Buildings/Grounds

- ◆ Overall site management, security, key usage, and safeguarding property especially through the winter

Program/Staff/Volunteers

- ◆ Supervising contract staff and volunteers to maintain property and provide a high level of guest satisfaction
- ◆ Recruit and supervise volunteers
- ◆ Oversee summer camping program (including recruiting and hiring program director and staff)
- ◆ Collaborate with the Board to plan and publicize year-round retreat programs
- ◆ Hire transitional staff as directed by the Board – mentor and guide staff
- ◆ Maintain personnel and payroll records

Donor Relations

- ◆ Working with the Board, encourage donations and fund development
- ◆ Thank all donors and volunteers or delegate the responsibility
- ◆ Maintain donor records

Communication

- ◆ Represent, promote, and share the ministry of Lakeshore at presbytery meetings, church visits and in broader circles

- ◆ Communicate via marketing, publicity, hard copy and email newsletters and social media
- ◆ Maintain website

Administration

- ◆ Handle income deposits and transactions
- ◆ Develop and monitor budget with Board and Finance Manager
- ◆ Handle all permits and reports
- ◆ Comply with all codes and regulations
- ◆ Enforce established site rules and safety procedures. Collaborate with the Board to develop new procedures where needed
- ◆ Maintain adequate insurance coverage

Ministry Board and Committees

- ◆ Serve as a resource for all committees.
- ◆ Prepare agendas for camp board meetings with Board Chairperson
- ◆ Communicate regularly with Ministry Board Chair

Accountability: The Executive Director reports to the Ministry Board Chairperson and is accountable to the Lakeshore Center Board. The personnel team of the Board will facilitate weekly Zoom meetings.

Terms of Call

- ◆ Salary as set by the Ministry Board
- ◆ Manse provided, including electric and water.
- ◆ Health insurance and pension plan provided.
- ◆ Reimbursement for miles driven at Federal rate.
- ◆ Four weeks of vacation per year.
- ◆ Two weeks of Continuing Education per year with stipend.
- ◆ Cell phone reimbursement.

If interested, send resume to or contact Rev. Dan Voigt at (507) 227-8027, dan@wpcw.org.