

## **Position Description: Director of Lakeshore Center at Okoboji**

Purpose: To provide spiritual leadership and direction through the ministry of Lakeshore Center.

### **Qualifications**

- † Commitment to serving Jesus Christ, a person of high ethical and moral behavior, able to connect with people of all ages and backgrounds.
- † Association with the PCUSA or affiliated denomination
- † Bachelor's preferred
- † 5+ years of organizational leadership experience.

**Areas of Responsibility:** *The Director can delegate these responsibilities and may be responsible for other duties as assigned.*

#### 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

#### Marketing/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

#### Fund Development/Donor Relations

- ◆ Working with the Board, encourage donations and fund development
- ◆ Manage gifts with integrity
- ◆ Thank all donors and volunteers or delegate the responsibility
- ◆ Maintain donor records
- ◆ Apply for grants and funding requests (Presbyteries, donors, etc.)

#### Risk Management

- ◆ Overall site management, security, and safeguarding property

- ◆ Enforce and establish site rules and safety procedures
- ◆ Maintain compliance with ACA guidelines

#### Program/Staff/Volunteers

- ◆ Supervise contract staff and volunteers to maintain property and provide a high level of guest satisfaction
- ◆ Recruit and supervise volunteers
- ◆ Oversee summer camping program
- ◆ Plan and publicize year-round retreat programs
- ◆ Hire, mentor, and guide staff
- ◆ Maintain personnel and payroll records

#### Administration

- ◆ Develop and monitor budget with Board and Finance Manager
- ◆ Handle all permits and reports
- ◆ Comply with all codes and regulations
- ◆ Maintain adequate insurance coverage
- ◆ Process income deposits and transactions

#### 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 Director reports to the Ministry Board Chairperson and is accountable to the Lakeshore Center Board.

#### Terms of Call

- ◆ Salary as set by the Ministry Board: \$55,000+
- ◆ Year-round onsite housing and utilities provided
- ◆ Health insurance and pension plan
- ◆ Reimbursement for miles driven at Federal rate
- ◆ Four weeks of vacation per year
- ◆ Two weeks of Continuing Education per year with stipend

Updated 11/4/21