

**EXECUTIVE DIRECTOR POSITION DESCRIPTION**  
**CAMP KOOLAREE AND MACKENZIE CAMP**  
**UNITED CHURCH OF CANADA CAMPS, PACIFIC MOUNTAIN REGION**

**Position Title:** Executive Director, Koolaree and MacKenzie United Church Camps

**Reports to:** First Third Ministry Team Lead, Pacific Mountain Regional Council, The United Church of Canada *on behalf of the Camp Boards of MacKenzie and Koolaree Camps*

**POSITION SUMMARY**

The Executive Director position is tasked with revitalizing two United Church camps in British Columbia: MacKenzie Camp and Camp Koolaree. This two-year role focuses on urgent priorities identified by camp boards, while strengthening summer ministry, nurturing leadership, and ensuring sustainable operations. The manager will champion a vision of camps as vibrant, inclusive spaces for faith formation, community, and environmental stewardship.

**PRIMARY AREAS OF RESPONSIBILITY**

**KEY RESPONSIBILITY: OPERATIONS AND SITE MANAGEMENT (40%)**

***Strategic Priorities & Camp-Specific Support***

- Collaborate with each camp board to identify and prioritize camp-specific urgent issues during the first quarter of employment.
- Develop a detailed plan to address each camp's specific needs, including obtaining quotes, outlining required resources, and establishing timelines
- Present the proposed plan to the respective camp board for review and approval.
- Upon approval, implement the plan in coordination with staff, volunteers, and contractors.
- Monitor progress and adjust strategies to ensure measurable outcomes and long-term stability.

***Operational Management***

- Oversee day-to-day operations across both camps, ensuring compliance with safety standards, risk management protocols, and United Church policies.
- Support infrastructure maintenance and capital planning in collaboration with camp boards and volunteers.
- Manage budgets, fundraising initiatives, and grant applications in partnership with camp committees.

**KEY RESPONSIBILITY: CAMP MINISTRY (40%)**

***Summer Staff Management and Training***

- Work closely with camp boards to recruit, interview, and hire seasonal staff, ensuring alignment with each camp's values and operational needs.
- Support onboarding, training, and performance management of staff and volunteers.

***Program Development & Ministry Support***

- Support the design and delivery of spiritually enriching, inclusive, and engaging summer programs.
- Integrate First Third Ministry values into camp programming, emphasizing faith formation, leadership, and community.

- Encourage the development of year-round ministry opportunities and partnerships with local congregations and organizations.

#### ***Leadership Development & Training***

- Mentor seasonal staff and emerging leaders.
- Create and facilitate leadership development programs tailored to the needs and capacities of each camp.
- Foster a culture of care, inclusion, and empowerment among staff, volunteers, and campers.

#### **KEY RESPONSIBILITY: COMMUNICATION AND PROMOTION (20%)**

#### ***Community Engagement & Collaboration***

- Build and maintain relationships with local communities, churches, and regional partners.
- Support and affirm the board's work in building robust volunteer networks at each camp. Promote the camps through outreach, storytelling, and digital engagement.
- Encourage inter-camp collaboration while respecting the distinct identity and history of each site.

Your job title does not define or limit your duties, and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments, which may impact upon your job duties or methods of working.

### **POSITION QUALIFICATIONS**

#### **Qualifications**

- Proven experience in camp management, ministry leadership, or nonprofit administration.
- Strong understanding of the United Church of Canada's ethos and capacity to develop camp ministry that supports the faith formation values of the region's First Third Ministry.
- Exceptional organizational, communication, and interpersonal skills.
- Ability to work independently and collaboratively across diverse teams.
- Valid driver's license and willingness to travel regularly.

#### **Assets**

- Certification in camp safety, wilderness first aid, and/or youth ministry.
- Experience with grant writing, fundraising, or capital project management.
- Familiarity with the unique geography and community dynamics of the Okanagan and Kootenays.

#### **Working Conditions**

- Two-year term appointment.
- Flexible within the Okanagan or Kootenays, with regular travel to both camp locations.
- Seasonal flexibility required, with increased activity during summer months
- Remote work possible, with regular on-site presence at each camp.
- Evening and weekend availability during peak camp seasons. Presence at both camps during the summer camping season will be required.

