

Diocese of Fredericton
Camp Medley Director
Position Profile

Description of Position

The Diocesan Camp Director is required to provide overall camp management and the implementation of camp programme at the Anglican Church Camp Medley on behalf of the Bishop of Fredericton. In a Christian atmosphere, working with both volunteers and paid summer staff, the Director oversees the formation and educational needs of both staff and registered campers, with a special focus on standards of risk management, safety and appropriate programme in the Anglican context.

Qualifications

Educational

- Post secondary degree or formal training in scripture, doctrine and Christian education
- Good grasp of Anglican polity and ethos

Experience

- Minimum of 10 years directing summer youth camping programs and a minimum of 5 years of camp management experience
- Training and experience in leading ministry in Anglican Christian formation, small group and programme design
- Experience in, and solid understanding of, risk management in a Christian camping environment
- Familiarity with Diocese of Fredericton legislation and camp policy as it pertains to the operation of diocesan camps
- Proven experience in budget preparation, organizational financial management and the maintenance of vendor relationships
- Camp and camp ministry marketing experience

Accountability

The Bishop of Fredericton and delegated advisory committees

Responsibilities

Facilities related (in conjunction with the Medley Facilities Committee)

- Oversee future development planning for future of Camp Medley including programme and business plan in line with the current vision of the Camp and Diocese
- Oversee aspects of facility rental, policies and off-season use (May/June/Sept/Oct)
- Consult, prepare and implement annual programme budget
- Oversee the day to day maintenance and improvement of facilities

Programme related (in conjunction with the Medley Programme Committee)

- Establish, maintain and develop personnel, health, safety and workplace policies including an adequate risk management plan, with attention to existing Diocesan policies and standards
- Design and implement new and exciting programme that lives out the mission and vision

- Develop communications and comprehensive strategies for the promotion of Anglican camping ministries including registration materials and advertising
- Manage staff hiring, position profiles, training, standards and qualifications
- Ensure child, youth and staff safety
- Mentor camp staff with ability to discern and nurture gifts utilizing team building techniques practically implemented

Terms and Conditions

- 12 month contract position appointed by the Bishop on term by term basis
- Camp residency required during July and August
- Remuneration range 16,500 - 23,500 depending on experience and qualifications
- Hours per week as needed to fulfill responsibilities

23 December 2009