



## **Executive Director of Merom Camp & Retreat Center**

### **I. Qualifications**

A) Strong commitment and loyalty to the mission of MCRC as stated in the MCRC bi-laws.

*(i) Preference will be given to a person of faith.*

B) A respect for diverse backgrounds (spiritual beliefs, gender identity, etc.).

C) Educational requirements – Required: High School Diploma or equivalent Suggestion: Associate's Degree preferred.

*(i) Preference given to majors such as education or business.*

D) Experience in:

*(i) Administrative duties (facility management, personnel, budget, etc.).*

*(ii) Outdoor ministry and camp programs.*

*(iii) Communication, publicity, and public relations.*

*(iv) Leadership skills; proven ability to work with committees and groups.*

E) Familiarity with the organization of capital campaigns and strategies of donor recruitment.

### **II. Responsibilities**

A) Report to and prepare quarterly written reports for the Board of Directors.

- B) Collaborate and cooperate, as needed, with current active camp programming.
  - (i) Organize outreach for new programs.
- C) Develop and oversee the budget of Merom Camp & Retreat Center.
- D) Approve purchases and contracts for the Merom Camp & Retreat Center according to MCRC Operating Policy.
- E) Hire, supervise and, when necessary, terminate Merom Camp & Retreat Center staff.
- F) Supervise the MCRC Summer Camp Program.
  - (i) Scheduling necessary staff.
  - (ii) Supplying required orientation/training of MCRC staff and volunteer workers, camp directors and counselors, including crisis management and emergency preparedness.
  - (iii) Being the final authority to handle behavioral and safety issues.
  - (iv) Manage discipline and/or counseling for campers and staff, with appropriate reporting, when necessary to enforce appropriate conduct and safe camp policies.
- G) Supervise publications, website, and other communications for Merom Camp & Retreat Center in collaboration with the Marketing Committee.
- H) Represent Merom Camp & Retreat Center to the local community.

- (i) Supervise externally sponsored programming (IKC Retreats, Nature's Classroom, etc.).

**II. Compensation**

- A. Commensurate with experience. Determined by the Finance & Budget Committee of the MCRC Board of Director.

**III. Time Commitment**

- A. Full-time from May-October
- B. 25 hours per week from November-April
- C. Full benefits

**IV. Status**

- A. Exempt

**V. Proposed by**

- A. MCRC Board of Directors, 2022