**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