

## **Position Description: Transitional Executive Director**

Purpose: To provide transitional leadership and direction for spiritual formation, programming, and facility operation that offers a sacred space, inviting all to experience the life-changing love of Christ in the beauty of God's creation.

### **Areas of Responsibility:**

#### 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

#### Buildings/Grounds

- ◆ Overall site management, security, key usage, and safeguarding property especially through the winter

#### Program/Staff/Volunteers

- ◆ Supervising contract staff and volunteers to maintain property and provide a high level of guest satisfaction
- ◆ Recruit and supervise volunteers
- ◆ Oversee summer camping program (including recruiting and hiring program director and staff)
- ◆ Collaborate with the Board to plan and publicize year-round retreat programs
- ◆ Hire transitional staff as directed by the Board – mentor and guide staff
- ◆ Maintain personnel and payroll records

#### Donor Relations

- ◆ Working with the Board, encourage donations and fund development
- ◆ Thank all donors and volunteers or delegate the responsibility
- ◆ Maintain donor records

#### 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

## Administration

- ◆ Handle income deposits and transactions
- ◆ Develop and monitor budget with Board and Finance Manager
- ◆ Handle all permits and reports
- ◆ Comply with all codes and regulations
- ◆ Enforce established site rules and safety procedures. Collaborate with the Board to develop new procedures where needed
- ◆ Maintain adequate insurance coverage

## 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 Executive Director reports to the Ministry Board Chairperson and is accountable to the Lakeshore Center Board. The personnel team of the Board will facilitate weekly Zoom meetings.

## Terms of Call

- ◆ Salary as set by the Ministry Board
- ◆ Manse provided, including electric and water.
- ◆ Health insurance and pension plan provided.
- ◆ Reimbursement for miles driven at Federal rate.
- ◆ Four weeks of vacation per year.
- ◆ Two weeks of Continuing Education per year with stipend.
- ◆ Cell phone reimbursement.

Updated: 09/2/2021