



ZAO outdoor ministries

Executive Director Job Posting

Zao Outdoor Ministries is a registered non-profit society and camp ministry of the Canadian Baptists of Western Canada (CBWC). Formed in 2013, Zao has been delivering high quality, experiential wilderness and outdoor recreation programs since 2014. These programs serve our mission to: encourage all people to experience Jesus Christ through the outdoors, accomplished through skills acquisition, spiritual transformation, and servant leadership.

Location: Vancouver Island, BC
Job Type: Part-time; seasonal full-time hours
Start Date: September 2017
Salary: \$20/hr - \$25/hr, 40-50 hours/month; up to 140 hours/month in summer
Posting Close: August 15, 2017

Job Summary and Purpose of Position

The Executive Director (ED) is the front-line contact person for the public, for CBWC stakeholders, and for Zao's growing network of partners including schools and other camp ministries. The ED is responsible for all aspects of Zao's ministry programs and administration through either direct delivery or in a supervisory role.

Additionally, the ED will spend much of his/her time engaging with CBWC churches and members through in-person presentations and regular communication. The ED reports to the Zao Board, whose directors provide governance structure, direction for the organization, and supervision to the ED. The Zao Board of Directors are accountable to the CBWC.

Zao has used pop-up base camps in Campbell River, however this ED position could be delivered from other locations on the Island. This position is full time for the summer season.

Specific Accountabilities and Deliverables

- Administrative and/or direct supervision (depending on your qualifications) of part-time or seasonal guide staff and volunteers, including managing contracts;
- Coordinates ministry programming as required;
- Collaborates and continues healthy partnerships with other camp ministries;
- Builds relationships with existing and new stakeholders, especially within the CBWC (churches, pastors, potential board members, other ministries);
- Assesses, monitors, maintains equipment and assets;
- Reports regularly to Zao Board of Directors and attends board meetings;
- Coordinates, supervises and monitors camp programs and ensures compliance with established policy, guidelines and guide's scope of practice;
- Maintains administrative office records including accounting and invoices;
- Updates and maintains website and social media accounts; and
- Performs other ministry-related duties as required & as requested by the board of directors.

Education and Experience

Required education and experience must include one of the following:

- Undergraduate degree in related field plus one year of related experience; OR
- 2 years undergraduate study in related field plus two years of related experience; OR
- Minimum five years of related experience without formal education.

Related education and experience includes:

- direct work with people in a ministry setting;
- leading and managing a team for Gospel-centred purpose;
- experience/education in program management and administration.

Preference may be given to candidates with experience or education in:

- youth leadership
- outdoor leadership
- camp management
- communication

Attributes, Skills and Abilities

1. You follow and serve Christ actively, and you can demonstrate evidence of spiritual growth in your life.
2. You have a passion for camp ministry and Zao's mission.
3. You are a leader, and can demonstrate growth in your leadership competencies.
4. You have demonstrated an ability to develop and maintain healthy, trust-based relationships in your professional and personal life.
5. You are an effective communicator with good verbal, written and presentation skills.
6. You have an ability to lead and instruct others, with evidence of teamwork and cooperation competencies.
7. You have an ability to deliberately build long-term relationships with stakeholders.
8. You can demonstrate skills related to planning, organizing and coordinating complex plans to achieve organizational goals.
9. You have a history of exercising good judgement and decision-making skills, especially in times of elevated stress.
10. You have an ability to develop others, helping them establish and achieve goals.
11. You are familiar and proficient with using social media platforms and presentation software.

For more information about this posting, please feel free to contact Mattias Morrison at mattias@zaoministries.org. You can learn more about Zao at www.zaoministries.org.

Posting Close Date: August 15, 2017

To apply, please submit a **cover letter** which clearly states how you have met the education, experience and skill requirements. Additionally, please send a **copy of your CV** and a **written statement of faith**. Qualified candidates will be contacted for an interview with the board of directors. Please note that the successful candidate must be able to successfully complete detailed background screening including a Police/RCMP background check.

Submit cover letter, statement of faith and CV to: mattias@zaoministries.org