

Second Baptist Church- Little Rock, AR
Job Description
Director of Lake Nixon

Overview- The director of Lake Nixon is to provide the necessary leadership to ensure Lake Nixon (LN), as a ministry of 2BCLR, grows into its full potential. The director will serve as a minister of the church and will be held to the corresponding standards. The director is to work to ensure that LN functions as a ministry of 2BC, helping LN and 2BC work as a seamless whole. The director will also serve as the “face” of LN, serving as the primary visionary, fundraiser, and leader of LN. The director is expected to cultivate community partnerships that strengthen the work and vision of LN.

Responsibilities

- 1) Oversee the planning, practices, and care of Lake Nixon.
- 2) Seek training and proficiency in leading outdoor education programs and initiate these programs at LN.
- 3) Develop, commit to, and adjust the LN seasonal calendar.
- 4) Safeguard the pristine natural resources of LN.
- 5) Oversee the hiring and evaluation of current and future staff, including the day camp director, maintenance and security, and other personnel associated with LN.
- 6) Serve as a liaison between Lake Nixon and 2BC, helping cultivate a vibrant and robust partnership between the two. The director is expected to attend 2BC staff meetings unless the schedule prohibits.
- 7) Cultivate partnerships with businesses, churches, civic organizations, non-profits, and denominational entities.
- 8) Oversee the marketing program of LN.
- 9) Create, evaluate, and follow an annual operating budget, to be presented at the same time as the 2BC budget.
- 10) Monitor the financials of Lake Nixon and serve as the lead fundraiser for LN. The director should seek funding through means such as grants, gifts, and community fundraisers.
- 11) Assist in providing leadership and managerial support for the day camp.
- 12) Provide leadership, empowerment, and vision for the LN Board.
- 13) Create an alumni network of LN workers and campers.
- 14) Oversee the LN Calendar.
- 15) Oversee the policies and practices of LN, cultivating a safe atmosphere for all people.
- 16) Explore other creative ministries and uses of LN.
- 17) Other duties as assigned by the pastor or as needed by the expansion of LN.

Supervision- As a member of the pastoral staff, the director of Lake Nixon will report directly to the pastor and indirectly to the congregation of 2BC. The director will interact with all the necessary committees of the church, especially the Lake Nixon board.

Compensation- Salary and benefits will be commensurate with education, experience, and job performance.