

Call for Nomination/Application for the position of Executive Director, Kingswood Camp

Deadline for submission of application: February 28, 2017

Submission of application should be sent to

Rev.Chad Clements 6547 Aylesford Road, Aylesford NS B0P
1C0

chad.david.clements@gmail.com

Job Description

1. Provide leadership in the development of programs to make the ministry of Kingswood Camp relevant and exciting.
2. Recruit, train and mentor camp staff to provide quality programs for campers.
3. Establish close working relationship with churches of the two sponsoring Baptist Associations and other Christian and community organizations to promote the ministry of Kingswood Camp:
 - a) Promote and administer rental of Kingswood Camp site
 - b) Maintain and broaden support base for the ministry of Kingswood Camp.
 - c) Prepare submissions to appropriate agencies for grants to enhance camp operations
4. Consult and work with the Camp Board to advance the ministry objectives of Kingswood Camp; consult and work with the sub-committees of the Board to ensure that Kingswood Camp maintains a high standard of programs and personnel, equipment and facilities in its on-going operation.

Terms:

- The appointment shall be for a three-year term beginning on October 1, 2017 and ending on September 30, 2020.

- The position is full time for four months and half-time for eight months of the year.
- The salary for the initial year, October 1, 2017 to September 30, 2018 will be \$ 22,000. Details of payments are to be arranged between the Executive Director and the Treasurer of the Camp Board. Salary for subsequent years will be negotiable prior to the start of each subsequent year of employment.

Benefits:

- There will be two weeks of vacation time with pay (4% of the yearly salary) yearly
- No less than 50% of the Convention benefits selected by the Executive Director will be paid by Kingswood Camp
- An allowance of up to \$3,000 for education, training and travel will be available to the Executive Director each year. Reimbursements for travel by motor vehicles for camp business will be at the rate of 41 cents/km.

Conditions

- The Executive Director shall maintain close communications with members of the Executive of the Board and reports to the Board at its monthly meeting.
- There will be a performance review of the Executive Director each year. Reviews are conducted (1) to evaluate the progress of the camping ministry under the direction of the Executive Director, (2) to set goals for the Executive Director's (a) personal development and (b) ministry development and (c) to explore ways the Board may assist the Executive Director to advance the ministry of Kingswood Camp.
- The Executive Director shall meet with the P&P sub-committee in mid January and mid September each year to set goals and plans of achieving these goals.