

Position Description

Position Title: Executive Director, Aldersgate Camp and Retreat Center, North Scituate, RI

Position Summary: Oversight and management of the operations, program and capital development of Aldersgate.

Requirements

We are seeking an individual with the skill and vision to continue Aldersgate on the road to become one of the most innovative summer **residential** camps, outdoor educational center and a leadership training center for Christian ministry. The Executive Director must possess superb skills in continuing to develop and implement the vision by coordinating and delegating responsibility to staff and volunteers, ensure the proper planning, execution, evaluation and documentation of programs, retreats and rental groups. The Executive Director must have:

- A minimum of A Bachelor's level degree with an understanding of **educating** youth and adults, recreation, environmental education or a related field (comparable experience will be considered as an alternative to this requirement)
- At least 5 years camp and retreat ministry experience, and bring to this position an experiential background suited to the requirements of the position, as well as an understanding and value orientation appropriate to the Christian principles of The United Methodist Church along with strengths in strategic planning and working with a board of directors.
- Outstanding organizational, human relations, outdoor education skills and commitment to communication with the Board, the leadership and staff of the New England Conference, the camp families (that includes day camp families as well), the staff, our alumni and our retreat guests
- Must be willing to be outside in varied weather conditions, operate facility vehicles and to lift and carry 50 pounds.
- ACA or United Methodist Camp and Retreat Certification preferred

Intangible and Essential Characteristics

Energetic, enthusiastic, spiritually grounded, with emotional intelligence and maturity, and the ability to relate to diverse groups of people from many and varied ethnic and cultural backgrounds and faith traditions.

Position Responsibilities:

Administration

Personnel Management

- Responsible for recruiting, educating, managing, and evaluating all year-round and seasonal staff (includes administrative, maintenance, food service, retreat, and summer camp staff), ensuring diversity, excellence, competence, and creativity in all aspects of job performance

- Developing and maintaining policies and procedures in compliance with American Camp Association standards and those of the Outdoor Ministry section at Discipleship Ministries of The United Methodist Church
- Evaluating staffing patterns and implementing changes for most effective use of paid and volunteer staff
- Working with the Board to develop, implement and evaluate changes to policies or the Personnel Handbook as needed
- Responsible for developing and monitoring an “on call” system of coverage when the facility is being used
- Responsible to develop and lead training experiences for staff to ensure competence in responding to all levels of emergencies and for evaluating the process as needed

Finance and Budgets

- Working with the finance committee and the treasurer of the board of directors to develop monthly financial reports reconciling Aldersgate and The New England Annual Conference reports for presentation to the board along with the current financial situation, income and expenses, must always be shared with the board and highlight revenue shortfalls when they occur
- Prepare a yearly proposed budget for the Aldersgate Board
- Develop processes for financial oversight and most efficient operations

Outreach/Marketing

- With the board strategically research and plan marketing and outreach for use of the Aldersgate facility for retreats bearing in mind to include local, regional, and nationwide organizations along with the local churches, districts and agencies of The New England Conference.
- Nurture and grow existing community and New England Conference partnerships by making connections, networking and fostering and building new relationships.

Development

- Work with the staff and board to identify, develop and sustain relationships and resources for capital improvements by nurturing donors, writing grants, special projects and annual fund raising
- Recommend strategic “next steps” for capital improvements

Programming

- Maintain and develop relationships with existing retreat and other groups
- Develop and maintain relationships with retreat groups and program leaders
- Align internal programming groups to overall Aldersgate mission for summer camps, summer day camp, New England Conference vision and mission and other UMC programs.
- Work with the leadership of the New England Conference to be a resource to the Annual Conference, the Districts and the District Superintendents, the local churches and the local and district organizations as appropriate within the mission of Aldersgate

- Discern and envision programming to reach broader demographics, be a “spiritual entrepreneur”
- Align program offerings and models to support sound financial management and operation
- Collaborate with the board to ensure alignment of programming with Aldersgate mission and vision, including program purpose, goals, styles and populations served
- Network and build relationships with other denominations, other faith communities and learning communities for developing collaborative programming
- Create standards, develop tools, monitor progress, educate volunteers/staff about all aspects of physical, emotional, social, sexual and relationship safety for every child and person who is part of the Aldersgate community. To be knowledgeable of or willing to learn about Safe Sanctuary and Safe Church programs.

Accountability

- Reports to the Director of Connectional Ministries/Assistant to the Bishop of The New England Conference of the United Methodist Church
- Works with the Board of Directors and collaborates with them for the efficient operation of the facility and its programs.
- Works with and cooperates with the Conference Executive Committee on Camp and Retreat Ministries along with the directors of the other camp and retreat centers.
- Supports the overall ministries of The New England Conference of the United Methodist Church as owner of Aldersgate Camp and Retreat Center

Self-Care and Continuing Education

Yearly scheduling time to attend continuing education events for growth in professional skill.

Be mindful of the demands of the position and take time for spiritual, physical and emotional renewal along with essential self-care.