



Position: Executive Director

Reports To: Board of Directors

Location: Jeanette Lake, SK & Remote within the Meadow Lake Region

Who We Are

Bethel Gospel Camp is located on the beautiful southern shores of Jeanette Lake in Northwest Saskatchewan. Just 45 minutes north of Meadow Lake, our campers and staff are typically native to the region as we minister to upwards of 60 campers a week during the months of July and August. Our primary purpose at Bethel is to glorify God by introducing people to Jesus Christ and to encourage personal growth in their relationship with God and with others through the camping experience. It is essential that the Executive Director is someone who not only has an authentic and growing relationship with Christ, but also shares in the vision of our camp to be a positive witness to those around us. Bethel Gospel Camp is run in affiliation with One Hope Canada and operates under their guiding principles.

Position Overview

This is a full-time, year-round, salaried position with an on-site residency during June, July, and August in a private cabin. The remaining part of the year, the successful applicant can work remotely from the region but must be available to go to Bethel Gospel Camp on an as needed basis. The Executive Director oversees all finances, marketing, HR, and communications. They are the primary contact that works with the Board of Directors on strategic vision while fostering positive relationships with campers, families, staff, donors, and sponsors. This role would be a good fit for someone who is hard-working, dedicated, adaptable, kind, self-motivated and honest. The Executive Director serves as the camp's only year-round employee, however, will have the ongoing help of the four supporting churches, and the board of directors who meet with the director on a monthly basis.

Job Description

Your responsibilities will include (but are not limited) to the following:

Financial Management

- Responsible to be involved with the camp treasurer in the preparation of the camp budget
- Responsible for purchases related to the camp program and office functions according to the approved budget or board direction
- Work responsibly within the set-out and approved budget

Human Resources

- Recruit, interview, select, train, and supervise all staff needed to accomplish the camp programs
- Recruit and supervise volunteers for camp and public relation functions
- Visit Bible College's and youth groups to recruit staff
- Responsible for staff discipline and termination as required

Administration

- Responsible for the functioning and maintaining of the camp offices at the camp and in Meadow Lake.
- Responsible for overseeing camp registrations, necessary reporting, communication with parents, etc.
- Responsible for booking, orientating, and providing any necessary supervision for groups using the camp facility according to guidelines established by the board and/or One Hope Canada
- Facilitate the acquiring or production of records needed for employed staff, government agencies, insurance, and associations the camp is part of
- Develop systems and materials to maintain contact with campers and camper's families for the purposes of follow-up, recruitment, and/or financial support

Facility Management

- Be aware of the maintenance and developmental needs of the camp facilities and provide oversight in conjunction with the board
- Oversee the regular cleaning, care, and maintenance of the facilities
- Be a part of capital projects and planning

Fund Development

- Develop and institute a plan for fundraising in conjunction with the board and/or their appointees
- Develop potential donors to the camp ministry

Qualifications

The Executive Director will:

- be a positive, Spirit-filled Christian who shows evidence of their desire to glorify Christ in their everyday life and ministry
- have experience working with children and youth
- have experience and skill in managing and directing groups of people
- have excellent oral and written communication skills
- have a love of camp ministry and outdoor pursuits
- be willing to work under the authority of the camp board
- be an active member of one of the four supporting churches while maintaining relationship with the other three churches

Compensation

- Please contact us for more information on salary and compensation.

Ideal start date would be Nov 2024. Exact start date is flexible.

For additional information or to apply, please contact or send a resume with cover letter by email (PDF preferred) to Jack Liddle (Board Chairman) at Jkliddle6@gmail.com