

# Camp Director for Camp Jordan

## ***I. Position Summary:***

The Camp Jordan Board of the Shelburne County United Baptist Association appoints the Director who is called by God to:

1. Provide Leadership in the direction and management of the programs, and operational duties of Camp Jordan within the policies and procedure set out by the Camp Board. This includes specifically the development and implementation of the camp program, curriculum and spiritual activities of the staff and campers.
2. Give direction to all staff and volunteers in order to facilitate the carrying out of the purpose and procedures of Camp Jordan.
3. Be proactive in providing reports to the board on matters that affect the operation of Camp Jordan, e.g. daily schedule.
4. Provide detailed end of year camp report to board.
5. Work alongside the camp board as a resource/support for all committees and working groups.
6. Develop and maintain a positive Christian atmosphere at the camp.

## ***II. Responsibilities:***

### A. Management:

1. Be responsible for the development, publication, and distribution of the brochures, bulletin inserts, website and other promotional material. All material is to be presented to the board for approval prior to distribution and implementation.
2. Receive written season end reports from appropriate staff and forward to the Camp Board.
3. Bring to the attention of the trustees in a timely manner issues of repair and maintenance of the property and facility.
4. Hold daily staff meetings / devotions.
5. Be responsible to collect all fees and supply to the treasurer or board approved carrier for deposit, on a weekly basis.
6. Be responsible for the distribution of pay cheques to the staff.

### B. Communication:

1. Visit association churches to promote the work of the camp.
2. Maintain contact with Association Church Reps, and/or pastors.
3. Communicate critical issues to the camp board chair as quickly as possible.
4. Maintain a daily log of camp activities.

### C. Additional Responsibilities:

1. Serve with the board in the hiring process of staff.
2. Oversee the disciplining of the staff, within the approved policies, and recommend to the board any suspensions and termination of staff.

3. Camp director is required to live on site during camp and cannot leave the camp grounds unless for camp business, and must have the board approved designated authority in place.
4. Mileage will be paid at a rate set by the board for approved travel expenses that are properly recorded and kept to a minimum.

Duration of Job:

14 Weeks total

1 week of training

5 weeks of camp

1 week after camp

7 weeks before camp for preparation (2 in April, 2 in May, 3 in June)

# CAMP JORDAN DIRECTOR APPLICATION

Please mail completed application to:  
**PO BOX 52, Barrington Passage, NS, B0W 1G0**

OR email it to:  
**office@camp-jordan.ca**

**APPLICATION MUST BE RECEIVED BY JANUARY 8TH, 2016.**

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## Personal Data

- Full Name
- Full Civic and Postal Address
- Telephone Number(s)
- E-mail address
- Other pertinent information

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## Ministry Experience

Starting with your most recent position list the position, the employing body, the dates of service (i.e., from ... to). e.g., Director, My Town Camp, My Town, NS 1997- present

Position:	Employing Body:	Dates of Service:

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## Secular Employment

Starting with your most recent non-ministry position list the position, the employer, the dates of service (i.e., from ... to). e.g., Bookkeeper My Town Credit Union, My Town, NS 1992- 1993

Position:

Employing Body:

Dates of Service:

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## Education

Starting with the most recent educational experience list the merit awarded, the institution, the dates enrolled (i.e., from ... to).

Position:

Employing Body:

Dates of Service:

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## Life Experience

Other life experience you have had, such as voluntary service in ministry, community, etc.

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## References

Before listing a name, secure his/her permission to be a reference for you.

**Pastor/Elder:**

Title & Name

Full Postal Address

Telephone number(s)

E-mail Address

**Employer/ Teacher (If self-employed: Friend or business acquaintance)**

Title & Name

Full Postal Address

Telephone number(s)

E-mail Address

**Friend:**

Title & Name

Full Postal Address

Telephone number(s)

E-mail Address