



# Luther Heights BIBLE CAMP

## **Job Title: Executive Director**

Position reports to: Luther Heights Board of Directors

Full-time Equivalency: 1.0 (12 months)

### **POSITION OVERVIEW**

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Consistent with the faith and practice of the Evangelical Lutheran Church in America and the purposes of Intermountain Lutheran Camp Association, Inc., the Executive Director manages all operations of Luther Heights Bible Camp (LHBC) to further the mission and vision of the camp as affirmed by the association. The Executive Director is accountable to the full Board of Directors and reports to the Executive Committee.

While this job description identifies the essential functions and expectations for performance, it cannot encompass all specific job tasks that the Executive Director may be required to perform. The Executive Director will be expected to carry out whatever duties may be required in order to exercise leadership for the LHBC organization as circumstances dictate.

### **ESSENTIAL FUNCTIONS**

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#### **Leadership Responsibilities (approximately 50% of time)**

- Operates as the Chief Executive Officer of Luther Heights Bible Camp and works directly with the LHBC Board and committee leadership
- Provides leadership and oversight to carry out the mission, goals, and objectives of LHBC and the American Camp Association accreditation standards
- Develops and provides long- and short-range plan proposals to the LHBC Board
- Develops and oversees the design, execution, and evaluation of programs consistent with the ministry of LHBC and its goals and objectives
- Builds and maintains relationships with all constituents including each congregation within the association and key partners such as the National Forest Service
- Serves as the primary fund-raiser for LHBC and develops other financial resources with Board approval
- Ensures opportunities are available to review the needs, concerns, and hopes of constituent churches for ministry, regardless of gender, age, economic condition, or ethnic heritage

#### **Staffing and Management (approximately 20% of time)**

- Supervises year-round staff and some seasonal and volunteer staff per organizational chart
- Oversees all staff responsibilities including job descriptions and accountability
- Oversees the recruitment, hiring, training, supervision, discipline, termination, contracting, and annual performance reviews for all year-round staff and summer staff

#### **Camp Operations (approximately 10% of time)**

- Oversees the day-to-day operations of the total camp program in accordance with the guidelines and procedures established by the Board
- Oversees site and facilities and all relationships therein

#### **Financial Oversight (approximately 10% of time)**

- General oversight of the development of proposed budgets for Board review; Implements approved budgets
- Oversees and is accountable for finances including income (camp registrations, donations, congregational support and other), expenditures, external contracts, and all other financial matters.
- Cooperates, and assists as needed, with LHBC external auditors

#### **Public Relations (approximately 10% of time)**

- Represents LHBC at conferences and synod events
- Serves as the spokesperson for the ministry of LHBC and promotes the purpose and value of camping ministry to groups and individuals
- General oversight of the writing, printing, and distribution of all printed materials promoting and sharing the information of LHBC



## ACCOUNTABILITY/VALUES

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**Performance** – Accepts personal responsibility for and meets established standards for the quality, quantity, resource management, and timeliness of work. Maintains a positive attitude and demonstrates integrity and honesty. Acknowledges and corrects mistakes. Anticipates upcoming meetings and events; follows-through with necessary communications and actions.

**Civility** – Demonstrates respect for others, open-mindedness, generosity of spirit, and a concern for the common good.

**Communication** – Communicates in a clear and concise manner both verbally and in writing. Demonstrates the ability to convey ideas, thoughts, issues, and information in any required context; be it one-on-one, small group, large group, presentations, or written format.

**Innovation/Initiative/Problem Solving** – Actively seeks to identify areas for personal and organizational change toward increased effectiveness, productivity, and service; looks for ways to improve business operations by working with pastors, staff, council, and committees to identify areas with improvement opportunities. Takes responsibility for completion of annual goals as outlined.

**Job Knowledge** – Currently possesses and/or accepts personal responsibility for increasing job knowledge and developing new skills/abilities that contribute to increased effectiveness, proficiency, and service.

**Judgment** – Bases decisions and actions on sound reasoning with careful consideration given to outcomes in support of organizational goals and priorities.

**Teamwork** – Values and cooperates with all team members. Promotes a friendly climate, good morale, and cooperative team relationships. Assures coverage of all duties when absent.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

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| Required | <ul style="list-style-type: none"> <li>• A committed Christian who accepts and lives by the Confessions of Faith of the ELCA and has the ability to share that Christian faith with others in the variety of settings and methods</li> <li>• Baccalaureate degree from an accredited college or university</li> <li>• Experienced in working with other people in a leadership capacity</li> <li>• Knowledge of educational values inherent in camping, and of the group process in which the individual relationships are primary objectives</li> <li>• Skilled in a broad variety of camping activities for supervisory purposes</li> <li>• Strong organizational skills for an efficient and effective camping program</li> <li>• Experienced in leading and training others in effective small group experiences</li> <li>• Excellent communication skills, including interviewing and counseling skills</li> <li>• Experienced in instruction, nurturing, and evaluation of staff</li> <li>• Committed to living full-time at LHBC from May to October including occasions when no one else is on-site</li> <li>• Willingness and ability to travel up to 50% of time when not living at LHBC</li> <li>• Valid driver’s license</li> </ul> |
| Desired  | <ul style="list-style-type: none"> <li>• Ability to speak in public to large groups</li> <li>• Ability to write articles, letters, and brochures</li> <li>• Computer literate in various computer programs for word processing and finances</li> </ul>  |

## ENVIRONMENTAL FACTORS AND PHYSICAL DEMANDS

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- Work in hot, cold, and wet environments
- Live and work at Luther Heights Bible Camp which is over 7000 feet altitude
- Be on-call as needed
- Lift and move 50 pounds
- Traverse over rough and unpaved terrain
- Work under time-sensitive and stressful conditions
- Perform multiple tasks simultaneously, including handling interruptions and return to and complete tasks in a timely manner
- Respond effectively in emergency situations, including medical emergencies