



EXECUTIVE DIRECTOR Job Description

The Executive Director of the Colorado Christian Service Camp, Inc. (CCSC), a/k/a Camp Como, is the primary leader of CCSC. He/She is to provide leadership for every aspect of camp life and development. He/She brings a vision of the developing ministry to the camp association. He/She administers the camp according to the policy established by the camp association.

All employees of the camp are to view themselves as Ambassadors for Christ and His ministry through CCSC. That means a cheerful attitude of service and helpfulness. It means a commitment to excellence. It means to go the extra mile when necessary.

The Executive Camp Director leads the way by modeling this work style.

Qualifications required to lead the CCSC ministry:

1. Must be a Christian and live a Christian lifestyle.
2. Must be a capable public speaker.
3. Must demonstrate camp administrative and organizational skills.
4. Must serve as an ambassador of Christ and CCSC.
5. Must be a “people person.”
6. Must possess strong communication skills.
7. Must enjoy the outdoors.
8. Must understand the ministry aspect of the camp.

The Executive Camp Director is responsible to:

1. The Board of Trustees of CCSC.
2. Carry out all policies of CCSC.
3. Provide a quarterly report to the Board of Trustees.
4. Honor the written contract with CCSC.

The Executive Camp Director of CCSC has many duties and “wears many hats.” Some of the major responsibilities are outlined below:

Finance:

1. Serves as chief financial officer and treasurer.
2. Works with the Finance Committee to prepare an annual budget.
3. Communicate with all donors.

Personnel:

1. Employs, supervises, evaluates and dismisses all hired employees of the camp.
2. Oversees spiritual growth/development of all full-time, part-time and summer staff.

Programming:

1. Works with the Programming Committee to develop and calendar camp programs.
2. Evaluates and schedule all rental groups.

Property:

1. Responsible for the appearance and maintenance of all camp property.
2. Plans and promotes work days and recruits volunteers.
3. Maintains a schedule of improvements and additions.
4. Vision for future improvements.

Publicity:

1. Oversees the work of the promotion and fundraising for the camp.
2. Evaluates and approves all promotional materials.
3. Communicates with supporting churches.

Purchasing:

1. Responsible for all routine purchases.
2. Major purchases to be referred to the Board of Trustees for approval.

Planning:

1. Develops and promotes the mission and vision of CCSC.

Interested applicants should submit a cover letter & resume to:

CampComoBoard@gmail.com