

Job Description
Blue Lake United Methodist Assembly
Executive Director

BLUE LAKE UNITED METHODIST ASSEMBLY GROUNDS

MISSION and PURPOSE: To make disciples for Jesus Christ for the transformation of the world by providing a place for people to ENCOUNTER GOD AND EXPERIENCE NATURE.

CORE VALUES: Blue Lake will. . .

Be an intentional place apart; Extend genuine Christian hospitality and community; Nurture Christian faith and discipleship; Develop Christian spiritual leaders; Teach creation care and appreciation; Collaborate with United Methodist churches and agencies; and Equip guests to love and serve.

BLUE LAKE UNITED METHODIST ASSEMBLY CAMP EXECUTIVE DIRECTOR
JOB DESCRIPTION

OVERVIEW: To oversee and lead the ministry of the camp, including program, facility and services, as well as serve as the primary ambassador for camp.

REPORT TO: The Blue Lake Board of Trustees

AMENABLE TO: The Alabama-West Florida Conference Bishop and CORE Team

QUALIFICATIONS:

1. At least 21 years of age.
2. Deep Christian faith consistent with the Theology and Social Values of the United Methodist Church.
3. Vision, energy and passion for camp and retreat ministry in rural and outdoor settings.
4. Creative programming skills including experience and ability to hire, train, supervise and lead staff.
5. Management skills to include financial, operational and staffing.
6. Interpersonal skills with staff, church leaders and camp visitors.
7. Organizational skills to oversee building and grounds, and food service.
8. Welcoming spirit of radical hospitality with a passion for quality, mission driven ministry.
9. Bachelor's Degree in related areas (or equivalent experience and training).
10. Availability to live on site and give oversight to the campground and its operations.
11. Ability to physically move about the campground with auditory and visual acuity to identify and respond to any situation.
12. Ability to work with and communicate effectively with groups and individuals of varied ages.
13. Basic computer skills to include Microsoft Office and email.

RESPONSIBILITIES AND DUTIES

General oversight for the entire ministry of the Blue Lake United Methodist Assembly Grounds to include facilities, programs, staff, food service, summer camp, group ministries, administration, visioning, and all other work needed to provide a holy place of camp and retreat ministry.

1. Solicit, prepare for, host and serve groups who contract the use of camp.
2. Promote the Blue Lake Camping Ministry to local churches, fostering partnerships in ministry, throughout the conference, to the local community and to other potential groups.
3. Recruit, interview and hire camp staff, with input from the Board of Trustees and relevant staff leadership.
4. Train, supervise, and evaluate staff and their work to include a clear understanding and adherence to the core values.
5. Be responsible for the administrative and operational needs of Blue Lake United Methodist Assembly.
6. Ensure that the total camp and all facilities are consistently safe, well-maintained, and appealing. Ensure that the site is operated in compliance with local, state and federal regulations (food service, health, etc.) and in compliance with the applicable standards of The American Camp Association (ACA).
7. Keep abreast of developments in outdoor and retreat ministry and identify resources.
8. Maintain compliance with and accreditation documentation for the American Camp Association.
9. Oversee health care and health care policies and procedures.
10. Collaborate with the Program Director to create, plan, and oversee summer camping programs in relation to the annual conference, local church partnerships and other groups that may partner with us to offer summer camp.
11. Cultivate and engage the fundraising donor base and act as chief fundraiser.
12. Develop and initiate plans for marketing and public relations
13. Other items:
 - Be an active member of The American Camp Association.
 - Additional responsibilities may be mutually agreed upon with the Board of Trustees.

Revised 3/29/2021