



Co-Director for Cairn Presbyterian Camping & Retreat Centres

Are you up for an exciting and fulfilling challenge?

We are looking to hire a Co-Director to work in partnership on our Management Team. Cairn, one of the Camping Ministries of The Presbyterian Church in Canada, is an organization dedicated to youth and family ministry. We are a progressive, results-oriented, non-profit organization and are seeking the services of someone with a proven track record in the areas of stewardship, staff development and the building of community.

This is a year-round, full-time Co-Director management position responsible for providing strategic leadership and direction to 4 camping programmes. Working under the supervision of the Synod Camp Board and in partnership with staff, volunteers and stakeholders, you as a Co-Director will play a key role in facilitating the future growth of Cairn in accordance with the strategic plan.

If you possess a strong Christian faith, a high level of personal initiative, a dynamic and outgoing spirit, drive and passion for youth ministry and Cairn's core values and mission, extensive experience within the camping ministry, and thrive working within a team environment, then this job may be for you.

Roles and Responsibilities Include: (but are not limited to)

- Ensuring the recruitment, selection, training, and supervision of staff as per Cairn's Policies
- Providing strategic leadership to staff of all 4 programmes in order to meet the strategic goals of Cairn
- Engaging the volunteer leaders and community members in community relationship building
- Ensuring the development and evaluation of materials and programme deliverables, including Bible Study curriculum
- Representing Cairn to clients, to stakeholders and to the community
- Working with Co-Director on the development of the marketing and communications strategy
- Participating in the annual strategic planning process and other activities of the Management Team
- Overseeing site operations in Baysville including Insurance and Crisis Management Plan for all 4 programmes
- Demonstrating a commitment to Cairn's values
- a commitment to working in the Co-Director Management Model

Qualifications

- A strong Christian faith and a desire to serve
- Passion for youth ministry
- Post secondary education or equivalent in a related field
- Demonstrated 3-5 years programme management experience and leadership within the camping field
- Strong interpersonal skills including the ability to interact effectively with a diverse staff and different communication styles
- Positive, innovative, enthusiastic and creative
- Proven professional work ethic and a true self-starter
- Extremely organized, proactive with an ability to multi-task
- Mature oral and written communication abilities
- Excellent presentation skills, must be able to communicate the ministry to congregations, schools and other groups
- Excellent attention to detail and quick problem solving abilities
- The ability to see the macro picture regarding the Cairn ministry within the Synod and Presbyterian Church
- Strong computer skills

REQUIREMENTS

The position requires travel within the Synod, and a flexible schedule to accommodate evening and weekend events. Co-Directors live at the Baysville site at least 6 months of the year. Must have access to a vehicle and have a valid driver's license. Successful candidate must also provide a Criminal Reference Check.

The Co-Director position offers salary, full benefits, and housing at our Baysville site.

First Closing Date for Applications: **November 20th, 2009**. The preference is for the position to begin December 1st, however, Cairn is committed to finding the right person for the position.

To apply, please send a cover letter and resume to info@ilovecamp.org.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.