



Camp LuWiSoMo Executive Director Position Description & Qualifications

Title Executive Director

Position Full-time, exempt, at-will employment

Primary Purpose

Ambassador for camp and responsible for camp programs, promotion, development and growth in accordance the camp mission, donor development, and day to day camp operations.

Camp LuWiSoMo Mission Statement

LuWiSoMo is dedicated to providing faith-growing opportunities in a Christ-centered outdoor ministry setting for all ages to refresh the whole person through the blessings of people, facilities, and God's Word.

Camp LuWiSoMo Core Values

- We are Christian in our behavior, beliefs, motivations, and attitudes.
- We are servants in both our management style and our focus on others.
- We are stewards of the resources God gives us.
- We are passionate about our mission, while remaining humble about ourselves.
- We demonstrate mutual respect.
- We strive for clear and timely communication.
- We build a positive team and family spirit.
- We don't take ourselves too seriously; we have fun.
- We create remarkable experiences that inspire and refresh people.
- We glorify and give thanks to God in all we do.

Reporting / Coordination

- Reports to Camp LuWiSoMo Board of Directors
- Coordinates with guests, volunteers, donors and others as required to fulfill responsibilities
- Coordinates with the Business Director, who also reports to the Board of Directors

Primary Responsibilities

- Nurture a camp atmosphere of Christian hospitality, respect, and grace
- Be a positive role-model reflecting Christian values and LuWiSoMo core values
- Oversee, develop, implement and grow year-round camp ministry programs and program revenue, consistent with ministry goals and objectives – retreats, outdoor education and ministry, youth and family ministry, special needs ministry, summer camp ministry, etc.
- Cultivate and grow donor base and other funding sources, in conjunction with the Development Team, to ensure adequate funding to meet ministry goals
- Articulate and promote the mission and value of camp ministry to SWD congregations and schools, and other area congregations, individuals, or organizations potentially served by or supporting camp
- Ensure all programs, retreats, events run smoothly and are in accordance with camp's mission, core values, goals, and LCMS doctrine
- Cultivate and grow our volunteer team needed to run programs and maintain camp within our budget
- Oversee program, development, guest services and camp maintenance staff, and the day-to-day operations of the camp, to achieve ministry goals
- Ensure camp facilities are always safe and "show ready"
- Ensure effective marketing, communications and social media reflective of camp mission and goals
- Readily assist in any area of camp ministry or maintenance as needed and carry out other duties as needed or assigned

Required Skills & Qualifications

- A passionate, mature Christian committed to implementing the mission of Camp LuWiSoMo
- A demonstrated commitment to the Gospel of Jesus Christ, the Great Commission, and the confession of the Lutheran Church-Missouri Synod
- Member in good standing of a congregation in the Lutheran Church-Missouri Synod preferred
- Regularly attend worship, Bible study and partake in the Lord's Supper
- Live a life committed spiritually to the Great Commission and doctrine of the Lutheran Church Missouri Synod
- Uphold Camp LuWiSoMo Core Values
- Experience, knowledge, professionalism and passion for leading outdoor ministry and education
- Experience, knowledge, professionalism and passion for leading youth and family ministry
- Experience, knowledge, professionalism and comfort in fundraising and soliciting gifts
- Bachelor's degree required - theology, education or ministry-related field preferred
- Minimum 3 years experience in team ministry
- Minimum 3 years adult leadership experience
- Excel in recruiting and managing team members and volunteers, building a team environment, and providing opportunities for personal development and faith formations
- Excellent written, verbal, graphic presentation and communication skills
- Ability to interact and communicate professionally and effectively with guests, donors, volunteers, team members, congregations and ministry organizations as camp representative and ambassador
- Excellent organizational, administrative and time management skills
- Able to lead through example and encouragement
- Ability to stay calm and professional under pressure
- Work effectively within church and ministry structure and with church and ministry organizations
- Demonstrated understanding of financial management, administration and strategic planning
- Motivated, goal-driven, creative, enthusiastic, self-starter with record of productivity, effectiveness and implementing strategic vision
- Work productively and effectively with other team members
- Uses resources wisely through innovation, creativity and cooperation
- Technologically savvy and familiar with social media and Microsoft Office
- Physically and mentally healthy commensurate to all responsibilities of the positions
- Able to be on feet up to 8 hours per day and lift, bend and carry up to 50 lbs
- Identify and respond quickly to sounds, including those relating to environmental and other hazards, and camper and staff behavior
- See and respond appropriately to dangerous situations, such as providing emergency assistance to campers, guests, and other staff in the case of fire, evacuation, illness, or injury requiring first aid
- Move safely over uneven terrain or in confined spaces
- Certified, or willingness to become certified in First Aid, CPR, Health Supervision and related camp safety certifications

This description describes the general nature of the position and should not be construed as an exhaustive list of all responsibilities, duties, or skills required. Other duties and expectations may be assigned at the discretion of the Board of Directors. This description is subject to change at any time.

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