

Job Description – Associate Director

Flathead Lutheran Bible Camp, Kalispell, MT

Classification: Year-Round Salaried Exempt

Responsible to: Executive Director



Mission statement: To experience Christ's grace through meaningful relationships, shared adventures and purposeful service.

This Associate Director's Job Description shall govern in accordance with the employee's individual employment agreement and the Flathead Lutheran Bible Camp Employee Handbook.

The Associate Director's Essential Job Functions include:

Program:

- Working with, and supervision of, the Program Directors, Retreat Coordinator, and all program staff to oversee, plan and implement strong, safe, Christ centered programs. (Summer on site, wilderness, day camps, environmental education, retreats, etc.)
- Developing programs and standards for programs
- Assisting with hiring and seeking leaders for programs
- Developing FLBC sponsored Retreats, and specialty camps with a planning team and appropriate staff
- Develop partnerships with congregations to offer outreach programs, and building evangelism outreach with congregations
- Working alongside all leadership staff to ensure that sporadic staff are hired and trained to serve
- Working with the Food Service Coordinator to develop the program element of the food service, logistics, staff scheduling, volunteer scheduling, numbers and diets etc.
- Working with leadership staff to ensure that retreat staff are hired and trained to oversee retreats

Operations:

- Working with, and supervision of, the maintenance staff for priority repairs and replacements for a safe, comfortable facility
- Working with, and supervision of, the Food Service staff to oversee development, planning and cost accounting
- Working with the Executive Director to set priorities for the facility
- Working with all staff in areas of safety, and risk management, following ACA standards
- Working with the Office staff and registration, to work to fill the camp
- Overseeing the ministry of hospitality in areas of service, facilities, programs, environmental awareness and sustainability
- Overseeing a variety of Administration duties, including scheduling staff, pay-roll, planning
- Working for Camp to be ACA accredited, and maintain accreditation

Marketing:

- Overseeing social media, web-site, and general advertising, i.e., e-news, Instagram, Facebook, synod news, photography, brochures, newspaper ads
- Overseeing the camp store year-round to include: training staff, developing systems to maximize sales
- Recruiting and managing volunteers prior to their arrival at camp, and hiring staff to work with volunteers while they are on site
- Marketing to congregations and community groups, by being present, speaking, etc.

Financial Development:

- Working with staff and volunteers for fund-raising events
- Visiting donors and congregations to share the story, and ask for gifts.
- Work with the Ex. Director in grant applications, and development plan

Administration:

- Assist Ex Director in all areas of administration; policies, procedures
- Work with the team in implementing the 2023-2028 Strategic plan (adopted October 2022)

Qualifications:

- College Graduate
- Experience with supervision
- Ability to relate to people of all ages
- Have a working understanding of relational ministry, and an ability to work collaboratively with other staff
- Commitment to Christian Teaching, with an understanding of Lutheran Theology/values
- Year-round camp experience preferred
- Effective, communication skills: written, verbal and computer
- A fun loving, positive spirit! (It takes a sense of humor and a lot of grace!)

Associate Director will:

- Exhibiting professionalism, cordiality, and excellent communication skills at all times
- Display congeniality toward management, coworkers, volunteers, campers, guests, prospective patrons, and the community at large
- Comply with all employment policies and procedures, including the Flathead Lutheran Bible Camp Employee Handbook

Position to begin Winter/Spring 2023

Salary is based on experience. Plus, Health and retirement benefits.

Please send Resume to: Margie@flbc.net

IMK review 1-2-2023