

Ranger Lake Bible Camp

Job Description

POSITION: Finance and Retreats Director

Rev Date: 02-04-2016

RESPONSIBLE TO: Executive Director

Job Summary

Under the direction of the Executive Director: Oversee finances, guest group retreats, and program development and implementation as required in the operation of Ranger Lake Bible Camp.

Primary Objectives:

- To present the Gospel, particularly to those having the least opportunity to hear of Christ, especially children and youth, and to disciple believers for living and serving through His church
- To accomplish the primary objective through camping ministry by effectively overseeing camp finances and guest group retreats, as well as planning programs and other activities related to Ranger Lake Bible Camp.

Qualifications

- A mature and growing Christian
- In agreement with One Hope Canada's articles of faith and doctrine, code of conduct, and content of RLBC's mission statement
- A good role model that relates well with others
- Self-motivated with a strong work ethic
- Excellent interpersonal/communication skills
- Able to work flexible hours
- General accounting skills (experience in Quickbooks and Microsoft Office an asset)
- High organizational ability
- Experience in leading camp activities including canoeing, wall climbing, archery, and our other activities
- Bible College education is an asset

Specific Responsibilities

These statements reflect this position's principle function and do not describe all work assignments inherent in the job.

Finance

-Maintain camp financials on a regular basis including but not limited to: ensuring bills are paid, invoices are sent, receipts (including tax-deductible) are issued, payroll is met, and deposits are made in a timely fashion

-enter all transactions into our camp's accounting program

- generate monthly financial reports including balance sheets, profit/loss statements, and reconciliation summaries
- ensure all full-time and seasonal staff have complete and up-to-date tax documentation including T4, TD1, record of employment, and the like
- submit all CRA tax payments promptly, including EI, CPP, and the like

Retreats

- organize guest groups including but not limited to: booking, finances, communication, hosting, staff management, activity management, and program development
- promoting our camp to potential groups including schools and churches, growing our retreat program year-over-year
- ensure our rates are competitive with other local camps

Program

- develop new activities to add to our summer camp and retreat programs
- oversee maintenance and instruction of our current activities
- research and propose ideas for new camps
- resource summer staff with creative activity ideas for games and skills

Communication

- Send and receive general camp communication including telephone, e-mail and written communication, forwarding information appropriately
- Oversee the creation and distribution of newsletters and thank-you cards

Organization

- Administrate the camp's contact database, organizing supporters, volunteers, staff, etc. in appropriate groupings
- Attend training sessions to develop skills and to enhance responsibilities, including One Hope Canada missionary conferences and orientation
- Be flexible to assist in other duties as assigned by the Executive Director

Terms of Employment:

- Must become a full-time missionary with One Hope Canada
- Starting wage is commensurate with experience and education
- Must maintain a late model iPhone with Canadian voice and data plan
- Must fundraise a portion of salary
- RLBC will provide access to a health plan, which is commensurate to family size
- Receives 3 weeks of holidays annually, with an additional break at Christmas and after summer camp; exact dates are communicated by the Executive Director
- Must have a valid driver's license