

Ranger Lake Bible Camp

Job Description

POSITION: **Retreats Director**

Rev Date: 02-08-2019
Previous Rev Date: 02-09-2018

RESPONSIBLE TO: Executive Director

Job Summary

Under the direction of the Executive Director: Oversee guest group retreats, retreat program development and implementation, and assist in campsite maintenance 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 guest group retreats, assisting with campsite maintenance, 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
- High organizational ability
- Experience in leading camp activities including canoeing, wall climbing, archery, and our other activities
- Mechanical experience is an asset
- Experience with horse care is an asset
- Experience with coal fired heating systems an asset
- Experience with skid steer and front end loader operations an asset
- Bible College and outdoor activity 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.

Retreats

-organize guest groups including but not limited to: booking, finances, communication, staff management, activity management, and program development

- host guest retreat groups
 - ensuring camp facilities and equipment are clean and ready for the use of guest groups prior to their arrival and during their stay
 - assisting the groups in settling in, orientation and operation of site resources
 - oversee groups' cleanup of the campsite, reporting any broken or vandalized items to the site manager and billing accordingly
 - properly submit invoice information for each group to the bookkeeper, taking into account activities used and group attendance
 - be available to solve problems and answer questions during a retreat group's stay
- organizing seasonal and temporary staff to serve retreat groups
- 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

- collaborate with camp director in developing 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 retreats and camps

Maintenance

- assist with coal boiler maintenance and operation
- feed and monitor horses, as needed
- assist with swimming pool maintenance and oversight
- assist in vehicle maintenance
- assist site manager as needed

All other duties as assigned by the executive director

Terms of Employment:

- Must become a full-time missionary with One Hope Canada
- Must report to campsite for work days year-round
- Starting wage is commensurate with experience and education
- Must maintain a late model iPhone with Canadian voice and data plan
- 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