

Title: Year-Round Ministry Coordinator

Mission and Purpose:

InterVarsity's mission is the transformation of youth, students and graduates, in all their ethnic diversity, into fully committed followers of Jesus Christ.

In alignment with this purpose, the Year- Round Ministry Coordinator provides oversight to the Year-Round Ministry program. In coordination the Executive Directors and the year-round staff, the YR Ministry Coordinator is responsible to recruit, promote, coordinate and host year-round ministry programs on site with school groups and rental groups.

Reports to Executive Directors of InterVarsity Circle Square Ranch Big Clear Lake

Internal Relationships:

Camp Staff – Year-Round and Seasonal

National Service Centre Staff

Other Pioneer Camp/Circle Square Ranch YR Staff

External Relationships:

Prayer and Financial Support Network

Guest Groups, Local Schools, Local Churches

Camper Parents

Vendors, local businesses and suppliers

Campus Ministry Staff

Government Ministry Representatives (e.g. Natural Resources, Health Department, Fire Department, etc.)

National and Regional Camping Associations

Key Responsibilities:

1. Personal Development & Spiritual Growth

- Be a growing and developing disciple of Jesus Christ
- Develop areas of expertise related to job assignment
- Be a life-long learner who values the discipleship of mind, body and spirit
- Attend staff retreats, and other training provided by InterVarsity
- Achieve and maintain personal fundraising targets (\$10,000 per annum)
- Complete an Annual Review in keeping with InterVarsity's review schedule

2. Commitment to Evangelism

- Readily and easily shares the gospel with guest groups, campers, parents and staff
- Mentors and disciples camp staff to develop their capacity and growth as disciples
- Provides pastoral support to staff and campers
- Leads staff devotionals

3. Public Relations & Fundraising

- Participates in various camp promotional events, represents the camp to the public in multiple settings
- Participates in fundraising efforts for camp budget and projects, including achieving and maintaining personal fundraising targets
- Communicates regularly with prayer and financial supporters

4. Vision and Strategic Leadership

- Plan, and implement a compelling hospitality and camp experience for guest groups and campers
- Be proactive in initiating program innovation, growth and development
- Work with the program director in the planning, oversight and implementation of in-house year-round ministries such as Rooted, Deeper and Mother-Daughter retreats
- Develop short and long-term program strategy
- Take initiative with year round ministry and hospitality excellence
- Work with spring/summer staff, modelling servant leadership, and acting as trainer, equipper and spiritual mentor

5. Guest Group Hospitality

- Liaise closely with the office manager to ensure you have all the information about the guest groups that are coming in a timely manner.
- Communicate with the kitchen regarding numbers and dietary needs
- Work with program director to coordinate activities for guest groups
- Be responsible for all on-site communication with guest groups
- Oversee housekeeping and cleaning in preparation for retreat groups
- Do site checks before and during group stays e.g. Bathrooms, hallways, cleaning supplies, inventory etc.
- Staff the tuck shop as needed
- Coordinate guest group debriefs

6. Program/ Guest Services Development

- Be aware of opportunities that would improve the knowledge and capability of staff and book the training (i.e. Hospitality, marketing, customer service etc.)
- Comply with health and safety regulations and follow company policies
- Teach skills related to YR Ministry to other staff and volunteers

7. Administration & Financial Management

- Proactively initiate program innovations, growth and development
- Communicate with key leadership staff around planning, resources and job requirements
- Provide consistent, timely reporting
- Work with the maintenance manager in ensuring the provision of safe and adequate equipment and facilities
- Manage expenditures in keeping with the approved budget
- Adapt to current and new technology

8. Special Projects; including but not limited to:

- Food service
- Farming
- Carpentry
- Building and renovation projects
- Horse herd management
- Ministry

Key Outcomes:

- Grow personally in their love for Jesus and passion to follow Him
- Rental groups and guest groups have a positive experience and want to return
- Guest groups are well hosted and customer base grows each year as word spreads
- Programs are established to host school groups for in-service, field trips and retreats
- Groups become aware of the work of Circle Square Ranch Big Clear Lake and other opportunities
- Year-round ministry leads to new summer campers
- Donors are engaged in ministry and donor dollars increase (meet personal goals set)
- Continually seek opportunities to be challenged and grow (posture of teachability)

Qualifications:

Discipleship

- Personal relationship with Jesus Christ and clear evidence of growth as a disciple
- Annually affirms and signs InterVarsity Core Commitment Agreements

Communication

- Excellent relationship management skills (emotional intelligence)
- Excellent conflict management and problem-solving skills
- Proven ability to work collaboratively and effectively with team members at all levels
- Outstanding interpersonal and communications skills both oral and written

Knowledge, Skills and Abilities

- Demonstrated biblical knowledge on issues pertaining to youth culture and discipleship
- Demonstrated ability to relate well to a variety of groups of varying ages
- Desire for camp to be an environment where people with special needs can thrive and contribute
- Demonstrated ability to supervise others (listening inspiring, empowering)
- Project management skills (manage details, prioritize and delegate)
- Advanced computer skills: ease in learning and using computer applications; working effectively with Microsoft Office platforms

Education/Experience

- Post-secondary education or equivalent combination of training and experience and a working knowledge of camp ministry and working with children and youth practices and principles
- Camp experience considered an asset

Other

- Flexibility to work irregular and extended hours is required
- Knowledge of the non-profit sector in particular, Christian youth and camping ministries

Interested applicants are invited to email a resume and cover letter to Anne Douglas, Executive Director, annedouglas@csranch.ca

Employment is conditional upon a clear police reference check. The successful candidate must be able to affirm InterVarsity's Code of Conduct and Statement of Faith Agreement. We welcome and encourage applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest, however only those candidates selected to move forward in the recruitment process will be contacted.