



The Presbytery of Geneva is a regional ruling body consisting of the clergy and representative elders from Presbyterian Church (U.S.A.) congregations within the Finger Lakes region of New York.

Our Mission: *The Presbytery of Geneva lives to support and equip congregations and leaders to be Christ in the Finger Lakes and the world.*

Our Vision: *Radiating the light of Christ, the Presbytery of Geneva thrives as a community of servants, lifting up every congregation and leader in ministering together.*

Portfolio Description

EXECUTIVE DIRECTOR

Camp Whitman on Seneca Lake

(approved by Committee on Operations on Nov. 10, 2021 and General Council on Nov. 9, 2021)

PURPOSE:

- The purpose of the Executive Director role is to oversee the implementation of the mission of the Presbytery of Geneva and Camp Whitman as chief steward of the resources of the Camp.

RESPONSIBILITIES:

Strategic and tactical work for which this role is accountable:

I. Function: Vision and Long-Range Planning

- Work with the Camp Whitman Committee and the General Council to develop and execute a long-term strategy and vision for the camp.
- Participate in Presbytery discussions on vision planning and long-range planning.
- Work with the Camp Whitman Committee to provide oversight and implementation of long-term camp facilities improvements.

II. Function: Financial Management

- Develop and maintain annual budget and expenses in coordination with the Camp Whitman Committee.
- Provide financial services for the camp including making deposits, entering income and expenses into Quickbooks.

III. Function: Promote & Raise Funds for Camp Whitman

- Develop and implement a marketing strategy for camp including print materials, advertisements, website management and social media marketing, and give presentations to area churches and organizations.
- Organize fundraisers and fundraising appeals for general operating and scholarship support.
- Seek opportunities for capital funds.
- Seek opportunities for planned giving and endowment fundraising.
- Write grants as necessary.
- Records donations and sends acknowledgments of receipt.

IV. Function: Stewardship of Property

- Work with local agencies to develop and implement resource management plans.
- Implement volunteer programs that work to continuously improve the health, safety, and aesthetics of the property.

V. Function: Presbytery Relations

- Serve as an active member and colleague of the Presbytery staff.
- Provide staff support for the Camp Whitman Committee, attending meetings

- and assisting the Committee in fulfilling its work.
- iii. Provide monthly reports to the Presbytery Leader and the Presbytery of Geneva General Council.
- iv. Attend all stated Presbytery of Geneva meetings for visibility and availability.
- v. Provide regular reports to the Presbytery of Geneva and the Presbytery of Genesee Valley in collaboration with the Camp Whitman Committee.
- vi. Provide staff support for the Camp Whitman Committee..

VI. Function: Direct Camp Operations

- i. Oversee camp operations throughout the summer camp and guest seasons.
- ii. Maintain compliance with all appropriate regulatory agencies.
- iii. Maintain visibility, accessibility, and responsiveness to camp staff, guests, parents, and campers.
- iv. Set dates and rates for summer camp and off-season usage.
- v. Coordinate summer camp, group, guest, and event registrations.
- vi. Develop and implement policies.
- vii. Supervise the Program director in the following essential summer camp functions:
 - Implementation of a Christ-centered program, including curriculum and activity implementation.
 - Top level supervision and behavior management care to campers in need and communication with their parents/guardians.

VII. Function: Personnel Management

- i. Directly supervise the Camp Caretaker, Program Director, Head Cook, and Nurse.
- ii. Provide documentation for staff personnel files to the Head of Staff.
- iii. Supervise the Program Director in the following essential camp functions:
 - Recruiting and hiring summer camp staff.
 - Developing and implementing summer camp staff training.
 - Supervising and evaluating camp staff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Capabilities and traits essential to perform satisfactorily:

- ❖ Marketing and outreach skills.
- ❖ Customer service skills.
- ❖ Willingness to work in a team environment.
- ❖ Time management skills.
- ❖ Ability to take initiative.
- ❖ Deep personal faith in Jesus Christ.
- ❖ Active, evolving spiritual life.
- ❖ Ethical conduct and ability to maintain confidentiality.

EDUCATION AND EXPERIENCE:

- ❖ Be at least 25 years with Bachelor's degree, and a minimum of 5 years in a leadership role in a summer camp.
- ❖ Experience working with children and individuals with developmental disabilities.
- ❖ Staff hiring and supervision experience.
- ❖ Budgeting and fiscal management experience.
- ❖ Program and curriculum development experience.

DECLARATION OF STATUS: This is a full-time primary, exempt position.

ACCOUNTABILITY: Reports to the Presbytery of Geneva Head of Staff with accountability to the General Council, and the Operations Committee of The Presbytery of Geneva. Collaborates with Presbytery of Geneva General Council through the Camp Whitman Committee, Presbytery of Genesee Valley Big Picture Team, volunteers, and partner agency representatives.

