

## MSBC Managing Director Job Description

- **Administration;** The MD will oversee all aspects of the operations of MSBC on a year round basis. To work with the MSBC Board to develop policies and procedures that is in keeping with the goals and objectives of the Camp Vision Statement.
- **Programming:** The MD will work with and give support to the individual camp directors to ensure they have the staff and resources need to run each particular camp.
- **Facilities development and maintenance:** The MD will work together with the MSBC Board or it's designate to develop a long range plan for the up-keep, renewal and development of the camp facility congruent to the objective of a year round ministry for the camp.
- **Food Services:** The MD will work with the board or it's designate to develop a food service plan that will provide a healthy, safe and appealing dining experience.
- **Marketing and Promotions:** The MD will be responsible for overseeing the development, production and distribution of promotional materials and promotional events
- **Recruitment:** The MD will work with the Board and the camp directors to recruit staff for the operations of the facilities as well as suitable workers for the various camps. The MD must have the ability to work well with a largely volunteer work force.
- **Finances:** The MD will be responsible for the administration of finances regarding day to day operations. The MD will work within the framework of a budget establish in consultation with the Board Treasurer.

## Financial Considerations

Financial remuneration to be discussed. Onsite housing and utilities are provided.

## The Board of Morning Star Bible Camp;

Is seeking a fulltime Managing Director to oversee the camp operations and its facility. The Managing Director must have, as a result of a personal relationship with God through faith in His Son Jesus Christ, a passion for reaching souls with the Gospel in a year round Christian Camp ministry. The Manager must be a skilled administrator, organizer and confident communicator. Administrative experience with a focus on children and youth work would be a great asset. The Manager would work in cooperation with a board of directors to build and nurture a camp ministry that provides a balanced program of skills development, education, relationship building, evangelism and leadership training. The Manager shall oversee camp administration, programming, food services and maintenance, and shall cooperate with volunteers to facilitate development, marketing, promotions and fund raising.

Morning Star bible Camp is a non-profit society associated with a group of Christian Brethren Churches in the Southern part of British Columbia. The camp is located about 15 kilometers from the city of Kelowna within the community of West Kelowna. MSBC currently runs summer camps for children, teens and families but is underutilized through the summer and the off season. The board's desire is to see the camp facility effectively utilized on a year round basis. The manager's position is a newly created role for MSBC. The successful candidate must be someone with passion for Christian camp work and a vision to lead MSBC into a vibrant ministry to reach souls for Christ. Financial remuneration to be discussed. Onsite housing and utilities are provided.

### **Our Mission Statement is:**

**In a Christ centered, wholesome, safe and fun-filled Christian camping environment, we will present the gospel of Jesus Christ to children, teens and adults. We will encourage Christian growth through Bible teaching, personal example and service.**

Direct enquiries to:

Norman Spohr; [npspohr@hotmail.com](mailto:npspohr@hotmail.com) or ph. 1- 250-828-0723 or

Ken Spohr; [kenspohr@hotmail.com](mailto:kenspohr@hotmail.com) or ph. 1-250-832-2652