

Christian Youth Camps Incorporated (CYC)

POSITION DESCRIPTION Camp Director

RESPONSIBLE To;	CYC Council
FUNCTIONAL RELATIONSHIPS	<ul style="list-style-type: none"> • All employees • Clients and visitors • Contractors • Community • Council members • Other Christian Camps and Trusts
DIRECT REPORTS	<ul style="list-style-type: none"> • Team leaders • Accountant
PRIMARY PURPOSE AND OBJECTIVES	<ul style="list-style-type: none"> • Support and promote the CYC's Vision Statement • Be committed to CYC's Statement of Faith, and the Constitution under which the Camp functions • Acknowledge that employment at CYC is a call to Christian service and that the outworking of the responsibilities of this position is in line with God's will for your life. • Accept responsibility to seek to live in a manner consistent with Christian beliefs and values and the outworking of your personal ministry within the primary aim and mission of CYC.
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> • The Council delegates to the Director, all the Council's obligations for organisational performance, and delegates to this position all the authority that such extensive accountability requires. • To direct and execute all activities of the Society including: <ul style="list-style-type: none"> ○ the creation of strategic, tactical, financial and ministry plans; ○ developing goals and measuring performance to the approved goals; ○ organisational development, including creation and application of operating policies; ○ liaison to the public, government, affiliated organizations, and other stakeholders; ○ develop guest services ○ the development of senior management, employees and staff.
REQUIRED TO LIVE ON-SITE	<ul style="list-style-type: none"> • Yes

THIS ROLE WILL BE BENEFICIAL AS	<p>The required performance of this role will:</p> <ul style="list-style-type: none"> • Reduce the operational pressures placed on the Council. • Enable the Council to express its expectations for the entire organisation without having to work out any of the day to day operations thereof. • All the accountability of the organisation to meet Council expectations is charged personally to the Director.
LEVEL OF AUTHORITY	
Operational expenditure	Full authority for all expenditures expected and included within the operating plans. Additional expenditures required in urgent and emergency situations, in consultation with the Council Chairperson if they are available at the time.
Capital expenditure	Full authority for all expenditures expected and included within the operating plans.

KEY TASKS	PERFORMANCE INDICATORS	EXPECTED OUTCOMES
Programme, Product and Service Delivery		
<ul style="list-style-type: none"> • To ensure that all programmes, products and services of the Camp are delivered to the clients and visitors of the Camp, in a professional and positive manner and in accordance with the Society's vision. 	<ul style="list-style-type: none"> • To develop priority plans and performance measurements for the Camp with key performance indicators. • To develop and maintain an effective staff organization, building an effective senior management team, which provides appropriate policy, program & ministry recommendations for consideration by the Council and its committees. • To supervise the design, marketing, & promotion of CYC as part of the public face of the Camp. 	<ul style="list-style-type: none"> • The development of priority plans, performance measurements, management controls, and critical success factors are achieved. • Staff members work together in an effective manner for the good of the Camp. • All staff deliver the Camp's services, programs and information in a manner which is beneficial to all guests and all user groups. • The most appropriate marketing and promotion media mediums are used to increase the Camp's profile.

KEY TASKS	PERFORMANCE INDICATORS	EXPECTED OUTCOMES
Administration and Support		
<ul style="list-style-type: none"> • To provide administration and support to the Council members to ensure CYC's operations are effective and efficient. 	<ul style="list-style-type: none"> • To provide effective leadership in the development of CYC's statement of vision, mission, and goals, and the corresponding strategies, plans, and budgets to achieve them. • To support the operations and administration of the Council by advising and informing Council members. • Develops and provides appropriate policy recommendations for consideration by the Council. • Presents a written report including measurable business & ministry outcomes at all Council meetings. • Is a positive and effective communicator between the Council and staff, especially in times of change. • To assist the selection of Council members. • To provide recommendation to the Council on future opportunities. 	<ul style="list-style-type: none"> • Strategic plans are followed and strategic goals are achieved. • Council is aware of the operations of the Camp from the Director's reports. • All reports are well presented and comprehensive in their content. • Camp policies are compliant with legislation and operational requirements and best practice. • All reports are provided within the required time frames. • There is a positive relationship between the Council and the staff members. • There is a positive relationship between the Camp and the community.

KEY TASKS	PERFORMANCE INDICATORS	EXPECTED OUTCOMES
Leadership and Staff relationships		
<ul style="list-style-type: none"> • To ensure that the staff and volunteers are lead in the spirit of service in Christ with each other and in the delivery of services to the clients and guests. 	<ul style="list-style-type: none"> • To lead staff in the delivery and fulfilment of the Vision of the Camp. • To encourage and develop Christ-likeness and Christian character within the staff and volunteers. • To ensure there is a positive working and living environment within the facilities. 	<ul style="list-style-type: none"> • Staff and Volunteers see their work for the Camp as a Christian service. • Staff are encouraged in their faith. • Volunteers are encouraged by their time of service to a lifestyle of service. • The living environment on the sites are positive and fulfilling. • Recognises that sources for discontent among staff and volunteers are mostly leadership ones.

KEY TASKS	PERFORMANCE INDICATORS	EXPECTED OUTCOMES
Finance, Tax, Risk and Facilities Management		
<ul style="list-style-type: none"> • To ensure that the finance, risk, tax and facilities management of CYC are managed efficiently and in a cost effective manner. 	<ul style="list-style-type: none"> • To recommend an annual budget for approval at the Annual General Meeting of the Society. • To practically manage the resources within budget guidelines according to current laws and regulations. • To review approved plans and budgets as part of the planning and budgeting cycle and present recommendations to the Council and/or the appropriate committee throughout the year. • To ensure compliance, implementation and maintenance of all legislative and practical H&S standards. • To maintain the necessary contacts to keep abreast of emerging issues of significance to the Camp. 	<ul style="list-style-type: none"> • Risks to CYC in all areas of operations are minimised. • Avoid budget overspends. • Financial statements are accurate and complete. • Financial resources of the Camp are efficiently managed. • All taxation payments are processed within the time frames provided. • The facilities within CYC are managed in a cost effective manner.

KEY TASKS	PERFORMANCE INDICATORS	EXPECTED OUTCOMES
Community and Public Relations		
<ul style="list-style-type: none"> • To effectively undertake the community and public relations role on behalf of the Camp and the Council members. 	<ul style="list-style-type: none"> • To assure CYC's mission, ministries, programs, products and services consistently present a strong, positive image to relevant stakeholders. • To act as the spokesperson for the Camp when requested. • To serve as ambassador for CYC to relevant organisations. 	<ul style="list-style-type: none"> • All public opinion of CYC is positive. • The services and products of the Camp are effectively promoted. • All media profiling presentations are carried out in a professional manner.

PERSONAL SPECIFICATIONS

(Including personal attributes, skills, knowledge and experience)

- Able to demonstrate a life where a Christian faith and living for Christ is the driving force.
- Ability to foster a positive working and team environment
- Ability to manage high expectations
- Experience in strategic management
- Punctual and organised
- Has good time management skills
- Has excellent customer service
- Has an open mind and shows initiative
- Good communication (Oral and Written)
- Experience in staff management
- Takes suggestions and constructive criticism well
- Good listening skills
- Ability to quickly learn new task
- Has good problem solving skills
- Financial Management experience
- Experience in Senior Management
- Sound knowledge of business and operational requirements