Camp Homewood General Director

Job Description — Pacific Coast Children's Mission (PCCM)

Reports to: PCCM Board of Directors

Location: Camp Homewood, Quadra Island, British Columbia

Position: Full-time. Salary to be set by the Board. (Personal support must be raised)

Residence: Required to live at Camp Homewood

Start date: Flexible

Purpose of the position

Camp Homewood's Mission is "To share the Gospel, strengthen faith, and develop leaders through exceptional programs and caring relationships while enjoying God's creation."

The General Director is the senior staff leader of Pacific Coast Children's Mission and Camp Homewood. The Director is accountable to the Board for the overall leadership, health, and effectiveness of the ministry.

The Director provides spiritual and organizational leadership, develops staff, stewards finances and property, and works with the Board to carry out PCCM's Mission and Aspirational Vision. The Director leads primarily through department leaders and supervisors, providing direction, support, coordination, and accountability.

Mission and spiritual leadership

Demonstrate a mature and growing relationship with Jesus Christ and agreement with the PCCM Statement of Faith and required ministry policies.

Lead consistently with PCCM's Mission, Vision, Values, and methods and provide visible spiritual leadership to the Homewood community.

Encourage the spiritual formation of staff and help them understand their roles within the wider ministry.

Minister through prayer, devotionals, teaching, and participation in programs as appropriate.

Foster a Christ-centred community of service, hospitality, healthy relationships, and care for others.

Participate in a local church weekly as your work schedule permits.

Organizational and staff leadership

Lead department supervisors and senior staff, building a healthy, trusting, and effective team.

Recruit, hire, and onboard qualified staff; establish clear responsibilities and expectations.

Delegate responsibility while maintaining accountability, and provide coaching and feedback to direct reports.

Ensure appropriate performance evaluations, salary reviews, staff development, training, and succession planning.

Address personnel concerns constructively and make difficult decisions when required.

Encourage healthy communication among staff, volunteers, guests, vendors, and neighbours.

Maintain a 'Year at a Glance' calendar to ensure that key tasks such as newsletters, brochures, budgets, etc. are completed in a timely manner.

Direct reports and areas of oversight

The General Director directly oversees the Operations Manager and the Administration and Sites and Facilities departments.

Board partnership and strategic leadership

Work with the Board to carry out Homewood's Mission and to achieve the Board's Desired Outcomes and Aspirational Vision.

Provide timely, accurate information about organizational health, opportunities, risks, and needs.

Carry out the planning cycle with Board guidance, turning approved priorities into practical goals, budgets, and plans.

Monitor progress and bring significant strategic, financial, personnel, and operational matters to the Board.

Operate within Board policies, authority, and financial limits, while encouraging thoughtful improvement.

Financial and property stewardship

The Director is accountable to the Board for stewardship of the finances, people, buildings, equipment, and other resources entrusted to Homewood.

Ensure revenues and expenditures follow PCCM policies and approved budgets.

Work with staff, the Treasurer, Finance Committee and Projects and Infrastructure Committee to prepare annual operating and capital budgets.

Oversee the development of an annual marketing plan.

Monitor financial performance, cash flow, risks, reporting, and internal controls.

Ensure department leaders understand their budgets and participate in long-term financial planning.

Ensure property and equipment are maintained and work with the Board on capital priorities.

The Director oversees financial systems and accountability but is not expected to personally perform routine bookkeeping or accounting.

Fundraising and donor relationships

Partner with the Board to set fundraising priorities and collaborate with Homewood's Donor Relations team.

Build appropriate relationships with donors and ministry partners and communicate Homewood's Mission, impact and needs.

Participate in donor cultivation and fundraising where senior leadership involvement is appropriate.

Foster a culture in which donors, volunteers, and supporters are thanked and kept connected to the ministry.

Support fundraising for the General Operating Fund, Camper Sponsorships, Summer Team Bursaries, Property Staff, and Capital Projects.

Teach, support, and encourage Property Staff in their efforts to raise missionary support.

Programs and hospitality

Ensure camps, retreats, and guest experiences are consistent with PCCM's Mission.

Support program and department leaders and evaluate ministry effectiveness and quality.

Build a culture of attentive, Christ-like hospitality shared across the organization.

Encourage appropriate improvement of programs and services and sustain a strong year-round ministry.

Safety, operations and risk management

Ensure that qualified leaders, policies, systems, and resources are in place for workplace and guest safety; child and vulnerable-person safeguarding; emergency preparedness; waterfront and outdoor activities; food services; facilities; transportation; insurance; and regulatory compliance. The General Director has overall accountability for these systems while qualified people manage the technical work.

External relationships

Represent Camp Homewood within the Christian and wider communities and maintain positive relationships with churches, donors, volunteers, neighbours, vendors, and agencies.

Participate periodically in Christian camping training and professional networks.

Travel for training, fundraising, meetings, and ministry as needed, with multiple trips per year anticipated, including international recruitment.

Qualifications and experience

A mature and active Christian faith, agreement with the PCCM Statement of Faith, and skilled at relational Christian ministry.

Three to five years or more of senior general management and supervisory experience.

Proven leadership and relationship skills, including the ability to build trust, communicate, delegate, and provide accountability.

Sound organizational and financial judgment, including prioritizing, using information, developing systems, and overseeing budgets.

High level of computing skills including use of Microsoft Word, Excel and PowerPoint.

Integrity, humility, sound judgment and proven track record of providing spiritual leadership.

A genuine appreciation for Christian camping, ministry to children and families, and Homewood's outdoor setting.

Relevant experience and/or a Bachelor's degree or equivalent education is required. Previous camp ministry experience is preferred.

Living and working at camp

The Director is required to live at Camp Homewood on Quadra Island. The rural island setting requires BC Ferries travel through Campbell River for many services and transportation connections. Evening and weekend work will periodically be required, especially during summer camp, retreats, special events, and emergencies.

Accountability and review

The General Director is accountable to the PCCM Board. The Board and General Director will establish priorities and objectives and review performance annually against spiritual and organizational leadership, staff development, financial stewardship, ministry effectiveness, and agreed goals.

This description sets out the principal responsibilities of the role and is not an exhaustive list of every activity.