Camp Executive Director Job Description

*MTBA Board of Trustees Approval: March 2023*

The Mountain Top Baptist Assembly, MTBA, Board of Trustees shall retain an active member of a cooperating SB church as the Camp Executive Director, CED, to manage the day-to-day activities of MTBA in keeping with this job description, the strategic ministries of the WSBMN, and the objectives and spirit of the camp and its trustees. The CED will be accountable to the Board of Trustees for performance of duties. The CED may be terminated by 2/3 vote of the trustees.

DUTIES WITH THE TRUSTEES:

1) The CED shall report to the trustees at their regularly scheduled meetings past, present, and future plans/activities for MTBA. This report will need to be a written report added to the minutes. It shall include such things as camp involvements, facility/grounds needs and repairs, capital improvements, prayer needs, and any other items the CED feels the Board of Trustees needs to make note of.

2) Special called meetings may be scheduled with one-week prior notice (except in emergencies) by the CED in consultation with the Chairman of the Board of Trustees. Special meetings shall be for agenda items that are announced in the notification of the meeting.

3) Other than the bookkeeper, the CED shall retain and terminate all persons needed to run the day-to-day operations of MTBA. This shall include, but not be restricted to cooks, snack shack help, grounds’ keeper, and volunteers for projects or improvements. These workers need to be recruited as early as possible. The CED shall oversee their duties and replace them if need be. If a salary is needed, the CED shall work with the Treasurer and bookkeeper to draw up a financial plan for approval by the Board of Trustees.

4) The CED and the Chairman of the Board of Trustees shall work together to train all new incoming trustees prior to the Spring/Pre-camp meeting. Each trustee shall have a packet including the Constitution/Bylaws, current Camp Handbook, listing of other board members by regions, current financial records, and a map of the camp. Other items may be added as they are needed to adequately train new trustees.

5) The CED shall manage the assets, liabilities, and operations of the camp in relationship to the physical condition of the camp or camper safety. However, any major changes in these areas must be presented to the Board of Trustees and the WSBMN Executive Board if it falls within the nine powers/rights reserved by the WSBMN concerning MTBA. (See Operational Guidelines in Camp Handbook, Page 11.)

6) The CED and the treasurer, along with the bookkeeper, shall be signers on the bank account(s) for MTBA. The CED has the authority to make expenditures in keeping with the general running of the camp. The treasurer shall provide a proper check and balance system by reviewing all receipts and expenditures monthly and reporting quarterly to the Board of Directors and annually to the WSBMN. All three persons (the CED, treasurer, and bookkeeper) will work together to draw up an annual budget for the Board of Trustees to approve at the Post-Camp meeting.

DUTIES WITH THE CAMP:

1) It is necessary for the CED to be available at all times while a camp/retreat is in session at MTBA. Housing will be provided for the CED during the camping season so he/she will be available at night as well as daytime hours. If the CED must leave the grounds, the Camp Program Director must have prior knowledge and means of reaching the CED.

2) At the beginning of each camp, the CED must facilitate a sponsors/staff mandatory meeting regarding the basic rules of MTBA and a sexual abuse educational program.

3) The CED will work with each Camp Program Director to obtain camp program needs and an accurate number of attendees for camp tyo adequately coordinate housing and food for the campers and workers.

4) The CED will coordinate the First Aid Coordinator proper instructions regarding first aid supplies and procedures at MTBA. Any person leaving the camp for medical attention needs to let the CED know prior to leaving.

5) The CED will explain the procedures for exiting the mountain in case of a fire. A fire drill may be called at any time other than worship during a camp.

6) The CED has the authority to cancel any camp at any time if he/she feels that the facilities or campers’ safety are being jeopardized and adequate actions are not being taken to resolve the matter in a timely fashion.

7) The CED shall work with the Board of Trustees to fill as many weeks and/or weekends in the year as weather allows with camps, retreats, or other Christ-centered activities. WSBMN annual camps and retreats shall take first priority if submitted in writing one year in advance. In the event that an exact date cannot be pinned down one year in advance, the CED and WSBMN will try to make every effort to speed this process along to each advantage. However, the CED may have to set a deadline to accommodate other camps needing dates finalized.

8) The CED will be responsible to see that the campgrounds, bathhouse, and cabins are open, clean, and ready for each camp. Each camp is responsible to leave the facilities as clean as possible. The CED will work with the Camp Program Director to finalize any repairs needed, cost incurred, and cabin inspections before the Camp Program Director leaves the campgrounds.

9) The CED shall continually strive to improve the appearance and usefulness of MTBA facilities and grounds.

10) Provide the bookkeeper with WEEKLY deposits, expenses, and receipts during the camping season and upon any transaction during the non-camping season. Explanations should be communicated clearly to the bookkeeper in written form where these items are to be placed in or out of the budget and designated line items.

11) Return all MTBA vehicles, keys, office equipment (computer, printer, files…), bank cards, checkbooks, and/or any other financial related cards or documents immediately to the bookkeeper, treasurer, or WSBMN Resource Center upon the resignation or removal of the Camp Executive Director from this position for any reason.

12) The Treasurer and bookkeeper must have a current listing of any and all Login IDs and passwords and card numbers to purchase needed ongoing items for website and website domain company.

13) The camp’s vehicles and mules can only be used for camp business with monthly mileage and repairs recorded on the appropriate forms provided by the bookkeeper. All collisions or damage done to a vehicle while NOT on camp business will be paid by the person driving the vehicle. All other maintenance shall have receipts and purpose of repair documented.

DUTIES WITH THE WSBMN AND REGIONS:

1) The CED shall aid in the promotion of MTBA at as many state and regional functions as possible.

2) The CED shall provide a written camp report at all state and regional annual meetings outlining its present year’s totals in camps and campers, salvations and other reported decisions, MTBA’s financials and accomplishments, along with any further goals.

3) The CED shall house an extra set of keys at the WSBMN Resource Center in Casper to the property, buildings, and vehicles. A current copy of all liability and automotive insurance policies must also be housed at the WSBMN Resource Center.

4) The CED shall consult with the WSBMN Executive Director (State Missionary) and the Executive Board of the WSBMN prior to any major changes to the camp property or buildings.

5) Submit a written financial plan to the WSBMN outlining any fundraising or borrowing of money by MTBA for its own use, which directly or indirectly obligates this network, payments of which would require an extension of time beyond the close of the subsequent financial year.