



"Reaching and teaching children for Jesus Christ through a traditional camping experience."

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### **Open Position: Activities Director**

This position reports to the Indian Hills Camp Program Director, providing leadership and development to the point of becoming independent in their work. There is a high expectation of quality production and sincere ownership of work, including anticipating upcoming deadlines and needs, and addressing those efficiently, effectively, and with confidence.

This position also works closely with all departments, managers and supervisors. Direction would initially be given through the Program Director, but then progressively move to working directly with the staff, vendors and others as needed to facilitating an efficient process for execution.

### **Responsibilities**

*Provide administrative and implemental support to Program Director*

- Plan, coordinate, implement and evaluate all Resident Camp activities
- Provide assistance to plan, coordinate, implement and evaluate all Living History Education programs, Outdoor Education classes and accompanying activities
- Leadership and management of Weekend Program as determined by Program Director
- Provide supervision of camper and staff health, safety, fun and development
- Leadership and management of Guest Counselor Program
- Improve and develop new ideas and programs as directed by Program Director
- Plan and implement special events and activities throughout the year
- Create and maintain schedules
- Liaise with various departments, project committees and service providers
- Complete special projects as determined by the Program Director

### **Qualifications**

*Passionate celebration and ownership of the vision, mission, culture and purposes of Indian Hills Camp*

- Born again Christian with a personal growing relationship and desire to serve Jesus Christ as well as be actively involved in a Bible-believing church
- Understand and be in agreement with IHC Statement of Faith, policies and philosophies
- Spiritual and emotional maturity with a daily walk above reproach, which includes family members
- Genuine love and concern for others
- Proven and quantifiable work related experience in an administrative capacity
- Demonstrated business professionalism with respect for confidentiality and appropriate handling of sensitive information
- High level of productivity in handling multiple, conflicting priorities
- Strong organizational, planning and time management skills with the ability to make decisions and prioritize work with minimal supervision
- Ability to adapt quickly to new computer programs and technologies; functional working knowledge of Microsoft Office Programs– Word, Excel, PowerPoint, Publisher and Outlook

- Ability to work in a fast-paced environment with challenging and changing deadlines
- Partner with those assisting and become an “owner”, to the extent that you will do all that you are able to do to assist in ensuring the success of your leaders and Indian Hills Camp
- Trust in leadership, with ability to receive and implement directives with a teachable disposition
- Creative development skills a plus
- Ability to function in a setting with children and excel in a teaching environment
- Strong oral and written English communication and grammar skills
- Proven leadership knowledge and abilities
- Genuine love for children and youth
- Anticipate and broaden camper interests, knowledge, and enjoyment
- Proven ability to speak clearly and entertain groups of various sizes (10-500 people)
- Work flexible and/or overtime hours if required to complete assigned tasks
- Expressive but Focused Positive Personality a plus, with a 'can-do' attitude

### **Additional Information**

- Full Time Position
- Salary, including both wages and donor support
- Benefits Package Included

Qualified applicants may forward a resume and cover letter with references (include three personal—no family—and three professional references with phone and email contact information) via e-mail, to attention Teresa at [hr@indianhillscamp.com](mailto:hr@indianhillscamp.com). We thank all applicants for their interest; however, only candidates selected to move to the next stage of the recruitment process will be contacted. Background check/clearance will be required and performed prior to start date. The above information is representative of the position as defined at this time.

