



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

Open Position: Outreach Director

This position reports to the Indian Hills Camp Program Director, providing leadership and development of staff and campers 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 will also work closely with all departments, managers and supervisors. Direction would initially be given through the Program Director, but then progressively move to working directly with all departments, staff, vendors and others as needed to facilitate an efficient process for execution.

Responsibilities

- Manage weekend guest relations on IHC grounds
- Act as camp liaison for guests and IHC staff
- Develop strategic plan for growth and development to improve weekend guest camps
- Provide training/certification for IHC staff as needed
- Plan, coordinate, implement and evaluate all IHC Missions Trips (domestic and foreign)
- Relationships with partner organizations: maintain consistent communication with partners and all related organizations
- Promote and raise awareness of IHC Missions Programs as needed
- Liaise with various departments, project committees, agencies and service providers.
- Special projects and assignments as requested 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
- 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 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

- Ability to adapt quickly to new computer programs and technologies; functional working knowledge of Microsoft Office Programs – Word, Excel, PowerPoint, Publisher and Outlook
- Proven and quantifiable work related experience in an administrative capacity
- Communicate clearly in group settings
- Effective management and care for people in a variety of settings
- Celebrate the advancement of the gospel in foreign countries and cultures
- Functional knowledge and experience working with cultural differences
- Knowledge of group dynamics and leadership techniques
- Anticipate and broaden camper interests, knowledge, and enjoyment
- Travel as needed
- Desire to enhance job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks
- Quickly establish relationships and gain trust
- Work flexible and/or overtime hours if required to complete assigned tasks
- Expressive but Focused Positive Personality a plus

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. 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.