



A Bay Area Christian Camp and Conference Center
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Vision Statement: “Reflecting Christ through Serving Others”

Redwood Glen’s Values

We will “reflect Christ through serving others” by:

1. Representing Christ through excellence in attitude and service.
2. Ensuring a safe environment for both staff and guests.
3. Respecting the personhood, gifts and skills of all.
4. Evaluating our pursuit of God's vision.
5. Maintaining financial health.
6. Exercising responsible stewardship of physical resources.

Strategies to accomplish values:

1. List and prioritize Projects/Maintenance
2. Yearly staff goals and reviews
3. Handling conflicts with the teaching of Jesus (Matthew 18)
4. Annual staff prayer retreats
5. Regular staff worship experiences
6. Physical facilities assessment
7. Develop and fund a capital maintenance plan

Matthew 18:15-17 (New International Version)

¹⁵ “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. ¹⁶ But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ ¹⁷ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

JOB TITLE: *Executive Director*

RESPONSIBLE TO: Redwood Glen Board of Directors (the Board)

GENERAL RESPONSIBILITIES:

To effectively administer and provide Christian leadership in order to accomplish the Comprehensive Mission Principle from Redwood Glen Guiding Principles: To provide a special and unique Christian environment of service, affordability, transformation, renewal, and networking that partners with Bay Area churches and faith-based organizations to produce more and stronger disciples and churches in the wider Christian family while recognizing our historical connections with American Baptist Churches.

MINIMUM QUALIFICATIONS and ESSENTIAL FUNCTIONS:

1. Must possess a living and vital relationship with Jesus Christ as Lord and Savior, model servant leadership, and be a person of high integrity spiritually, relationally, financially, and emotionally.
2. Must have a strong commitment to uphold the Redwood Glen Guiding Principles, the values of our mission and vision statements, and live and work within a Christian camp environment.
3. Must display maturity, dependability and capability; skilled in the many aspects of business management, fiscal management and budgeting, vision casting, human resources, guest services, and office procedures.
4. Is willing to pursue and develop effective strategies of fundraising including the following: searching and developing a relationship with major donors and other funding sources and visiting churches and constituents for the purpose of fundraising and promoting the mission of the camp. Must have experience cultivating and caring for donors.
5. Has a clear understanding of effective marketing principles to be utilized to promote the visibility of and clarifying the valuable mission of Redwood Glen.
6. Must have ability to directly oversee the Associate Director and indirectly the Redwood Glen staff for day-to-day operations of the camp.
7. Must have experience and knowledge of various software applications (i.e. Word, Excel, Outlook, QuickBooks, etc.) and a general understanding of computer technology and other modern office information technologies.
8. Must have excellent communication skills, including written and oral communication skills. (Bilingual English/Spanish skills are helpful for communicating with some staff and some guest groups, but not required)
9. Must work independently and with strong organizational skills; including strategic planning and consistent record keeping demanded by county, state, and federal law, ACA Standards and by the board.
10. Must agree to flexibility in work scheduling and express willingness to fill in when needed in other departments of the camp.

11. Must be physically able to lift (30 lbs. minimum), carry (at least 10 ft.), place 20 lb. items at least two feet overhead, bend and reach for extended periods of time.
12. Bachelor's degree or comparable experience.
13. Must have minimum of 3 years management level Christian Camping experience or comparable work experience.
14. Must be qualified to drive camp vehicles.

SPECIFIC RESPONSIBILITIES:

The following list is given in order to assist the Executive Director in understanding the expectations of the Board which are detailed in the Mission Principles of the Redwood Glen Guiding Principles. The intent is to provide guidelines against which this person's performance may be measured. It is expected that the delegation and utilization of regular and volunteer staff, when appropriate, will assist this person in accomplishing these goals.

1. The Executive Director has the responsibility, authority, and accountability to serve as the primary visionary leader of the Redwood Glen at every level including conferees, board, and staff. (Accountability Principles of Guiding Principles)
2. The Executive Director will be required to write measurable goals each year that correspond to each of the Mission Principles.
3. The Executive Director will be required to report to the Board on compliance with Boundary Principles at each annual performance review and to affirm or give evidence of compliance upon request by the Board at any time.
4. Direct supervision of Associate Director for day-to-day operations of camp.
5. Coordinate with Associate Director scheduling of Maintenance, Food Service, Guest Service, and Program Camp personnel in order to provide necessary hospitality ministry to our guests.
6. Plan and implement the Redwood Glen sponsored Summer Program Camps through use of paid and volunteer staff.
7. In coordination and communication with the Executive Committee and Redwood Glen Board of Directors, determine priorities for camp resources and timelines to accomplish them.
8. Shall build healthy and strong relationships with current and potential partner pastors, churches, donors, and volunteers.
9. Schedule and implement weekly camp promotional church visits with current and potential partner churches that would include, if possible, the camp display, sharing about the camp during the worship service, preaching, visiting Sunday School classes and youth groups, etc.
10. Schedule and implement various fundraising events and speaking opportunities.
11. Maintain records as required by state and federal law, and the Redwood Glen Board.

12. Oversee American Camp Association accreditation process every 3 years and annually maintain written documentation in accordance with ACA standards.
13. Actively manage and facilitate the process of timber harvest including the coordination of environmental and regulatory agencies and the management of timber harvest contractors.
14. Participate in regular staff meetings including leading devotions and prayer as assigned.
15. Be on call for emergencies and guest group needs.
16. Other duties that the Board may assign.

The Executive Director has freedom in the exercise of his/her responsibilities within the Boundary Principles of the Redwood Glen Guiding Principles. However, regular and timely consultation with the Board and other department supervisors will occur.

The work schedule will be determined by the needs of the camp. The Executive Director will be expected to work a 6-day work week and is expected to be available for work on weekdays, weekends, holidays (with compensatory time off), mornings, evenings or split shifts. Occasionally, a 7-day week may be required resulting from emergencies.

[This section to be completed after formal employment offer.]

I have read this job description and agree that I can perform all the duties and responsibilities that this job requires in accordance with the Redwood Glen Guiding Principles and the above vision statement and values.

Exceptions: _____

Signed: _____ Date: _____

Print Name: _____