

## **Job Posting**

### **Deer Valley Meadows Camp**

Deer Valley Meadows Camp has been providing facilities for people to meet in a Christian environment and offering quality food, programs and service as representatives of our Lord Jesus Christ for over 30 years. The facilities are located on 142 acres of woodland and grassy meadows on the north bank of the Red Deer River in central Alberta. The camp is owned and directed by the Canadian Church of God Ministries and is a member of Christian Camping International and is accredited by the Alberta Camping Association.

Deer Valley Meadows Camp is now accepting resumes for the position of:

### **Executive Director**

The position of executive director is a full time year round position to commence as soon as a suitable candidate is chosen. The incumbent will be hired on an annual basis and the employment agreement will be reviewed for renewal each year prior to March 31.

Deer Valley Meadows welcomes over 5000 guests each year and the camp wants to ensure that each guest has a good experience here. The executive Director will manage all the operations of the camp.

Reporting to the Steering committee of the camp the responsibilities of the Executive Director shall include but not be limited to:

- The hiring and supervision of all staff.
- Managing the booking of the camp.
- Overseeing the financial operation of the camp, deposits and expenses.
- Maintain and improving the grounds and facilities of the camp.
- Implementing the policies and procedures as established by the steering committee.
- Representing the camp at Church of God functions.
- Promoting a Christ like service and ministry in the camp.
- Promote and facilitate the vision of the Canadian Church of God of Ministries.

Desired Qualifications for the Executive Director:

- Must have an active faith in Jesus Christ and seek to honor God in all areas of their life.
- Desire to be part of a camp ministry and be enthusiastic about camp.
- Needs to be a self-starter and be able to prioritize the demands on their time being able to work independently and as a part of a team.
- Have a habit of completing task on time.
- A university degree or an equivalent number of years post high school completion, plus a minimum 2.5 years camp management and administration experience.
- Needs exceptional people skills with the ability to relate to all age groups.
- Duties will require regular correspondence so written and verbal communication skills are important.
- Ability to work with word processing and spreadsheets.

Compensation will be based on training and experience. A benefit plan is included.

**Application Process:**

Interested candidates must submit a letter, resume and a minimum of three references to one of the following:

Lavern Kellsey - [lavern.kellsey@gmail.com](mailto:lavern.kellsey@gmail.com) or mail to PO Box 235, Carstairs, AB, T0M 0N0.

Don Bergquist - [donbergquist@icloud.com](mailto:donbergquist@icloud.com)

Ken Wiedrick – [dirken@chog.ca](mailto:dirken@chog.ca) or mail to: Attention Ken Wiedrick at Unit #102, 4909B-48 Street, Camrose, AB T4V1L7

Upon receiving an offer of employment the successful candidate will provide a recent criminal record and agree to take training for a first aid certificate with CPR and orientation training with plan to protect.