

JOB TITLE: Executive Director of Camp Bethel
LOCATION: Copalis Crossing, Washington
ACCOUNTABLE TO: Camp Bethel Board of Directors
STATUS: Full Time
START TIME: Immediate

Camp Bethel is seeking an experienced Executive Director (ED) to provide Christ-centered leadership and accountability for all camp operations.

Camp Bethel is dedicated to providing a unique, natural setting for personal, professional, and spiritual growth, as well as development and renewal. The vision of Camp Bethel is expressed in the acronym of its name: Build, Empower, Teach, Heal, Equip, Love.

For more than 60 years, Camp Bethel has served individuals and groups of all ages in the greater western Washington region. Churches, schools, organizations, and other groups seek the rustic setting of Camp Bethel for their events and activities, utilizing the various camp buildings and outdoor spaces situated across more than 160 acres.

SCOPE of RESPONSIBILITIES

The Executive Director (ED) will apply the necessary skills and spiritual gifts to enrich and grow the program offerings at Camp Bethel. The ED is expected to be welcoming and hospitable to all guests at Camp Bethel. Primary duties will include communication, coordination, and facilitation of year-round retreats and rental groups; administration of Camp Bethel sponsored retreats and summer camps, as well as effective oversight of the day-to-day operations of the camp. The ED is expected to provide supervision and support for any full-time, part-time, and volunteer staff. The ED will prioritize the camp's fiscal health and outreach opportunities to the greater Grays Harbor community, regional church communities, and other faith-based organizations. The ED will also serve as an integral part of the branding and social media profile of Camp Bethel.

MINIMUM QUALIFICATIONS and ESSENTIAL FUNCTIONS

The candidate must:

1. Possess, and be able to articulate, personal examples of a living and vital relationship with Jesus Christ as Lord and Savior.
2. Demonstrate servant leadership, integrity, effective interpersonal skills, financial responsibility, and emotional health and wellness.
3. Portray a strong commitment to uphold the principles and values of the Camp Bethel mission and vision statements.

4. Articulate experience and proficiency with a combination of business acumen, including but not limited to: fiscal planning, budgeting, vision casting, human resource management, group food preparation, guest services, and office procedures.
5. Develop and execute effective strategies for fundraising in collaboration with the Board of Directors. This may include the development and nurturing of new and established relationships with donors and other funding sources, as well as visiting churches and constituents for the purposes of fundraising and promoting the ongoing mission of the camp.
6. Communicate an effective marketing strategy to promote the mission of Camp Bethel.
7. Directly oversee, manage, and provide feedback to camp employees and volunteers in support of the day-to-day operations.
8. Demonstrate sufficient experience and knowledge of various software applications (i.e. Word, Excel, Outlook, etc.) and computer technologies to support modern office information technologies and processes.
9. Exhibit excellent written and oral communication skills. Bilingual English/Spanish skills are helpful, but not required.
10. Display exceptional organizational skills, including but not limited to maintaining consistent records as demanded by county, state, and federal laws and mandates.
11. Evaluate on-going operational needs to set priorities and plan short and long term work accordingly.
12. Agree to the need for work scheduling flexibility and be available to fill in when needed in other departments of the camp.
13. Be able to: physically lift 30 lb. and carry at least 10 ft.; place a 20 lb. item at least two feet overhead; and bend, reach, and stand for extended periods of time.
14. Possess an accredited college degree or comparable experience.
15. Have a minimum of 3 years management level experience in Christian camping or comparable work experience.
16. Show proof of valid state-issued driver's license and legal authorization to work in the United States.

SPECIFIC RESPONSIBILITIES

The following list is given in order to assist the Executive Director in understanding the expectations of the Camp Bethel Board of Directors. The intent is to provide guidelines against which the employee's performance may be measured. It is expected that the delegation and utilization of regular and volunteer staff, when appropriate, will assist the Executive Director in accomplishing these goals.

The Executive Director (ED) will:

1. Write measurable, annual goals that correspond with each of the Camp's mission principles.
2. Report to the Board regarding compliance with current state-mandated codes for camp operations at each annual performance review, including providing evidence of compliance upon request by the Board at any time.
3. Directly supervise staff for day-to-day operations of camp.
4. Coordinate staff scheduling for Maintenance, Food Service, Guest Service, and Program Camp personnel in order to provide necessary hospitality ministry to camp guests.
5. Plan and implement the Camp Bethel sponsored Summer Program Camps through use of paid and volunteer staff.
6. In coordination and communication with Camp Bethel Board of Directors, determine priorities for camp resources and timelines to accomplish them.
7. Build healthy and strong relationships with current and potential partner pastors, churches, donors, and volunteers.
8. Collaborate with the Outreach Committee to reach current and potential church partners to share camp programming highlights as well as upcoming opportunities that meet the needs of the local church. This will include the creation and use of promotional materials.
9. Maintain records as required by county, state and federal law, as well as the Camp Bethel Board.
10. Oversee American Camp Association accreditation process every 5 years and annually maintain written documentation in accordance with ACA standards in each of the 4 years between accreditation visits.

11. Actively manage and facilitate the process of forestry management and wetlands preservation associated with Camp property, including the coordination of environmental and regulatory agencies to promote the natural environmental health of Camp property.
12. Participate and lead regular staff meetings.
13. Be on call for emergencies and guest group needs.
14. Other duties as assigned by the Board.

In regular and timely consultation with the Board, the Executive Director has discretion in the prioritization of these job responsibilities within the scope of Camp Bethel's policies and procedures.

The Executive Director is expected to live on site in camp-provided housing. The weekly work schedule is driven by the needs of the camp which vary seasonally. While a regular work schedule can be maintained at most times, the ED's schedule may range from 6 or 7 days/week during peak periods and may be flexed to 3 or 4 days/week during non-peak periods.

BRIEF HISTORY OF CAMP BETHEL

In 1957, Camp Bethel was established when eight visionary families from Aberdeen First Baptist Church purchased the property and buildings from the state near Copalis Crossing, WA. In the early 1960s, the property was transferred to the Washington Baptist Convention, the legal and fiduciary entity of the American Baptist Churches USA of the State of Washington. At that time, the Camp Bethel Board of Directors was also formed, comprised of interested individuals from churches in the American Baptist Church – Far West Area. Camp Bethel continues to value a collaborative partnership with the Washington Baptist Convention (WBC) and other American Baptist Church camps in the region.

As Camp Bethel grew over the next four decades, additional facilities were built including a kitchen, dining room, cabins, centralized bathroom and shower house, and resident manager housing. Individual donors and local churches supported these ongoing building efforts. In 2011, Camp Bethel nearly doubled in size to 160+ acres when the WBC invested \$400,000 to purchase the adjacent Jim Wells Ranch property.

In December of 2012, Camp Bethel sustained a devastating fire that destroyed the main camp lodge, including the last of the original structures from the 1957 purchase. While a significant loss of physical property, no one was injured. Through the prayers of many and financial support of grants, donations,

insurance claim monies, and substantial work of committed volunteers, a new main lodge was built and dedicated over Labor Day Weekend in 2019.

Camp Bethel hosts camps and retreats for a variety of groups, extending from the immediate Grays Harbor community to western Washington and beyond. In addition, Camp Bethel provides yearly programming for all ages, including weeklong youth summer camps and a wide range of weekend retreats.

COMPENSATION

Based on qualifications, the salary range for this position, reflective of fair-market value for included camp-provided housing, is \$30,000 - \$35,000/annually and paid bi-weekly in accordance with Camp Bethel's regular payroll policy. Retirement & Medical will be provided at \$7400/annually.

PROCESS

The application process for this position includes submission of a Letter of Interest and Résumé to [the Camp Bethel Board at jobs@campbethel.net](mailto:jobs@campbethel.net)