



Position Description for the Executive Director of DuBois Center

<https://iscucc.org>
<https://duboiscenter.org>



FLSA: Full-Time / Exempt

Reports to: Conference Minister – Illinois South Conference

Salary & Insurance Package: \$45,000 - \$50,000 plus benefit package

Housing: On-Site 3 Bedroom Director's House Provided

DuBois Center Mission Statement:

Growing Together... In Faith, in Respect for Ourselves and Others, and in our Care for Creation.

Position Summary:

The Executive Director of DuBois Center is responsible for overseeing the day-to-day operations of DuBois Center as well as staff recruitment and management, ensuring the health and safety of all campers and guests, and developing and sustaining partnerships to grow camping and retreat activities.

The Executive Director of DuBois Center will serve in conjunction with the members of the Illinois South Conference of the United Church of Christ which seeks to do the work of Christ on earth through our shared missions of healing, mercy, and justice. Which rely on the Holy Spirit to guide, comfort, challenge, empower, and to bind together all God's people in a loving, covenantal relationship.

Major Responsibilities include:

- Operations
 - Oversee the day-to-day operations of DuBois Center and its office.
 - Ensure a consistent and timely communication system is in place between DuBois Center staff and Conference staff and committees.
 - Provide and model excellent hospitality for all DuBois Center guests.
 - Work in partnership with DuBois Center and Conference staff and Conference committees and teams to identify and forecast needs, strategic priorities, and improvements for DuBois Center.
 - Develop the annual budget for DuBois Center in conjunction with the Conference Finance Ministry Team
 - Oversee operational costs and prepare payroll reports with fiscal responsibility.
 - Work toward American Camp Association accreditation.
- Staff Management
 - As head of staff, recruit, train, supervise, and evaluate staff and volunteers.
- Health & Safety
 - Develop and maintain a risk management plan for all operations and comply with all local, state, and federal guidelines for safety, health, licensing, and certifications and American Camp Association standards.
- Marketing & Business Development
 - Collaborate with staff and volunteers to develop marketing materials for DuBois Center.
 - Serve as the public spokesperson for DuBois Center, including presentations at churches, program partners, and organizations, and the Annual meeting of the Illinois South Conference.
 - Seek to build and maintain good relationships within the Illinois South Conference and with program partners and community organizations to develop programming and utilization of DuBois Center.
 - Promote, develop, and build relations with new, present, and past campers, volunteers, churches, organizations, schools, and guest groups.

Requirements:

- Bachelor's degree in outdoor recreation, education, ministry, leadership, management, or other relevant fields.
- Experience supervising staff and volunteers.
- Able to work independently and as part of a team.
- Computer, word processing, and database management skills.
- Must be able to pass a background check and complete additional training on diversity and safe conduct in the workplace.
- Must reside on-site year-round.

Core Competencies:

- Strong organizational and interpersonal skills.
- Excellent written and oral communication skills.
- Abundant initiative and enthusiasm.
- Ability to network with local communities.
- Love of Creation and a commitment to ecological sustainability.
- A deep love and respect for all people which reflects the values of the Illinois South Conference Inclusivity Statement.

Physical Demands:

An employee must meet the physical demands described here to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Must be able to drive a vehicle. Ability to lift and load up to 25 pounds; walk steep terrain; clean, etc. Visual and auditory ability to identify and respond to environmental and other hazards related to programs. Ability to observe participant/staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and use appropriate behavior management techniques. Ability to respond appropriately and quickly to situations requiring first aid or other emergencies.

To Apply:

Please send a statement of interest and resume to DuBoisCenterJobs@gmail.com.

OUR INCLUSIVITY STATEMENT

Because we affirm the value of all God's people, the Illinois South Conference of the United Church of Christ does not discriminate on the basis of age, race, ability, national origin, religious background, sexual orientation, or gender identity. To the extent possible, we endeavor to accommodate those with a variety of physical, mental, emotional, medical, or dietary needs.

OUR WISE COMMITMENT

As a WISE Conference of the United Church of Christ, we are committed to the welcoming, inclusive, supportive, and engaging work of reducing stigma and promoting the inclusion of people with mental illness in the life, leadership, and work of the Illinois South Conference.