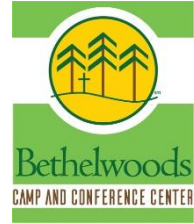


# Bethelwoods

## Camp and Conference Center



**Position:** Executive Director

**Purpose:** The Executive Director of Bethelwoods Camp and Conference Center is responsible for supervision of the overall operation of Bethelwoods. They shall ensure Christian hospitality is extended to all, creating a vision for the culture and encouraging those associated with the camp to be mindful of its mission to be “a place set apart to encounter God’s love through creation and community as we grow in Christian faith.”

### **Primary Responsibilities:**

- Collaborate with the Bethelwoods Board of Directors in areas that include Personnel, Finance, Mission, Development, Site and Facilities, Policy, Recruitment, etc.
- Work with the Board of Directors to plan, implement and deliver on the strategic plan developed by the organization.
- Discern, develop, and implement a vision for camp and its potential.
- Provide leadership in fund development for operating expenses, capital improvements, and other designated projects, initiatives, and funds.
- As head of staff, supervise, manage, mentor, and develop year-round and summer staff with an emphasis on teamwork and communication.
- Develop and manage an annual operational budget.
- Work closely with the staff to plan, promote, execute, evaluate, and improve existing programmatic operations and retreat services.
- Work closely with staff to develop and cultivate relationships within the Presbytery and beyond.
- Work closely with staff to ensure the physical property is well maintained, improved, and used effectively and efficiently.
- When necessary, oversee the hiring/usage of appropriate vendors and contractors to deliver goods and services to camp.
- Ensure Bethelwoods adherence to all local, state, and federal regulations and directives, as well as knowledge and application of industry “best practices”.

### **Required Education and Experience:**

- A Bachelor’s degree from an accredited college or university in one of the following fields (or equivalent): Outdoor Education/Recreation, Christian Education, and/or Business Administration. A graduate level degree is preferred.
- Minimum of 2 years work experience in Outdoor Ministry, Recreation, Non-Profit Management, Administration or related field.
- Demonstrated ability to manage a budget, fundraise, and envision, promote, and administer in a camp and conference or similar setting.
- An understanding of the reformed Christian tradition.

**Personal Attributes:**

- Accepts Jesus Christ as Lord and Savior.
- A team player with excellent communication and interpersonal skills.
- A visionary thinker who can develop and implement short, medium, and long-range plans.
- Proactive in community engagement, seeking new and innovative partnerships.
- Effective organization skills and ability to work without direct supervision.
- Commitment to creating an inclusive and welcoming environment for all people.
- A deep commitment to camp and conference ministry and faith formation of all age groups.

**Accountability:** Bethelwoods Executive Director is responsible to the Bethelwoods Board of Directors with the Executive Committee as point of contact. They are also responsible to the Executive Presbyter and Personnel Committee of Providence Presbytery for oversight related to finance, property, etc.

**Compensation:** Salary and benefits will be negotiated by the Bethelwoods Board of Directors and approved by Providence Presbytery. Salary will be commensurate with experience and industry standard.

**Evaluation:** The Bethelwoods Board of Directors will ensure at minimum an annual evaluation of the Executive Director is conducted in consultation with the Personnel Committee. An initial evaluation will be performed after the first three months of employment and after the first camp season. An increase in compensation or benefits will be considered in conjunction with evaluation at least annually.

## Who is Bethelwoods?

### Bethelwoods Working Organizational Vision, Mission, and Core Values

- Bethelwoods is in transition, somewhere between its historic model of being owned and operated by Providence Presbytery and a new model of being an independent 501c3 non-profit organization. As such its Board of Directors has been operating for just under 2 years separately from the Presbytery. Below is the working vision, mission, and values as we move into a new and exciting space of operations.
- **Working VISION:** Everyone deserves the opportunity to reflect, retreat, and renew in God's Creation.
- **Working MISSION:** Bethelwoods is a place set apart to encounter God's love through creation and community as we grow in Christian faith.
- **Working CORE VALUES:**
  - 1) Welcoming Community
  - 2) Collaboration
  - 3) Positivity
  - 4) Compassion
  - 5) Initiative

### Bethelwoods Community

- Bethelwoods has an almost 60-year history in York County and beyond serving as a camp and retreat center. Historically, much of the support and use came from Providence and Charleston Atlantic Presbyteries. As the landscape of the Presbyterian church has changed, our support, use, and community has become more and more diverse. Bethelwoods looks forward to finding more and more ways to lean into this diversity and remain a place for fellowship, community, and spiritual growth.
- Bethelwoods is located on 157 acres in York, SC. It is within 5 minutes of Rock Hill, SC and 30 minutes of Charlotte, NC. Our site maintains 3 lodges, 9 cabins, 2 private homes, a pool, a pavilion, and a number of shelters, structures, and other programmatic areas.
- Each year, Bethelwoods serves over 500 campers through day camp and overnight camp programs and around 4000 guests through year-round programming and retreat services. Bethelwoods is able to welcome all of these campers and guests through a budget between \$550,000 and \$600,000, a year-round staff of 5, and a seasonal staff of 20+.
- Bethelwoods' 60th anniversary is in the Spring of 2025. We are proud of the program and impact we have had on so many in our community and look forward to continuing that service in new and innovative ways for another 60+ years to come!