



# Director of Operations



## Discover the warmth of our hospitality.

Located in the foothills of the Canadian Rockies we are one of Alberta's premier year-round Christian camp and retreat centers. It is our great privilege to welcome and serve campers and guests throughout the year for getaways with greater purpose.

Our heritage is North American Baptist and traces back to the 1940's when we hosted summer camps in Sylvan Lake. In 1973 we moved to the present 320 acre property on the outskirts of the community of Caroline, expanding to year round ministry. Over the years there has been much development and growth throughout the ministry, allowing us to now welcome annually over 10,000 people of all ages and stages of life.





# Introduction

For more than 50 years Camp Caroline has built a solid reputation for Christian ministry in Central Alberta. Through God's faithfulness and the tremendous support and generosity of friends of camp the ministry has been used by God to impact so many lives over the years.

From such a rich heritage of faith a ministry map has been developed to outline the next era of ministry at Caroline. The Board of Directors worked with the staff, campers, guests and supporters to prayerfully prepare this mapping believing God has been positioning the ministry to share the extraordinary, life-changing story of Jesus with more people than ever before.

Caroline is currently seeking a Director of Operations (DO) to help lead the operations of the day-to-day organization and ministry.

The DO will serve as a leader in the ministry, and be responsible to direct operations in accordance with established ministry mapping.


The DO will not only direct but will minister to people personally by showing genuine care, concern, and compassion for campers, guests, supporters, and staff in meaningful ways.

## **Location**

The Director of Operations will work on-site at Camp Caroline in Caroline, Alberta.

## **Salary**

The salary range is \$65,000 - \$75,000 with an option to rent on-site housing.

A crowd of young people is shown at an outdoor event. In the foreground, a young woman with light brown hair, wearing a grey hoodie with a 'HORLEY' patch, rests her chin on her hand and looks thoughtfully to the right. Behind her, a young woman in a red shirt also looks in the same direction. The background is filled with other people, some smiling, and a bokeh effect of lights from trees or structures.

**“For I know the plans  
I have for you,”  
declares the Lord,  
“plans to prosper you  
and not to harm you,  
plans to give you hope  
and a future.”**

Jeremiah 29

# Getaways with Greater Purpose

## First steps. Next steps. Servant-leadership.

The ministry of Camp Caroline exists to encourage first steps in a life-long journey with Jesus; next steps that follow him faithfully; and servant-leadership that exemplifies his compassion and concern for others.

### Core Commitments:

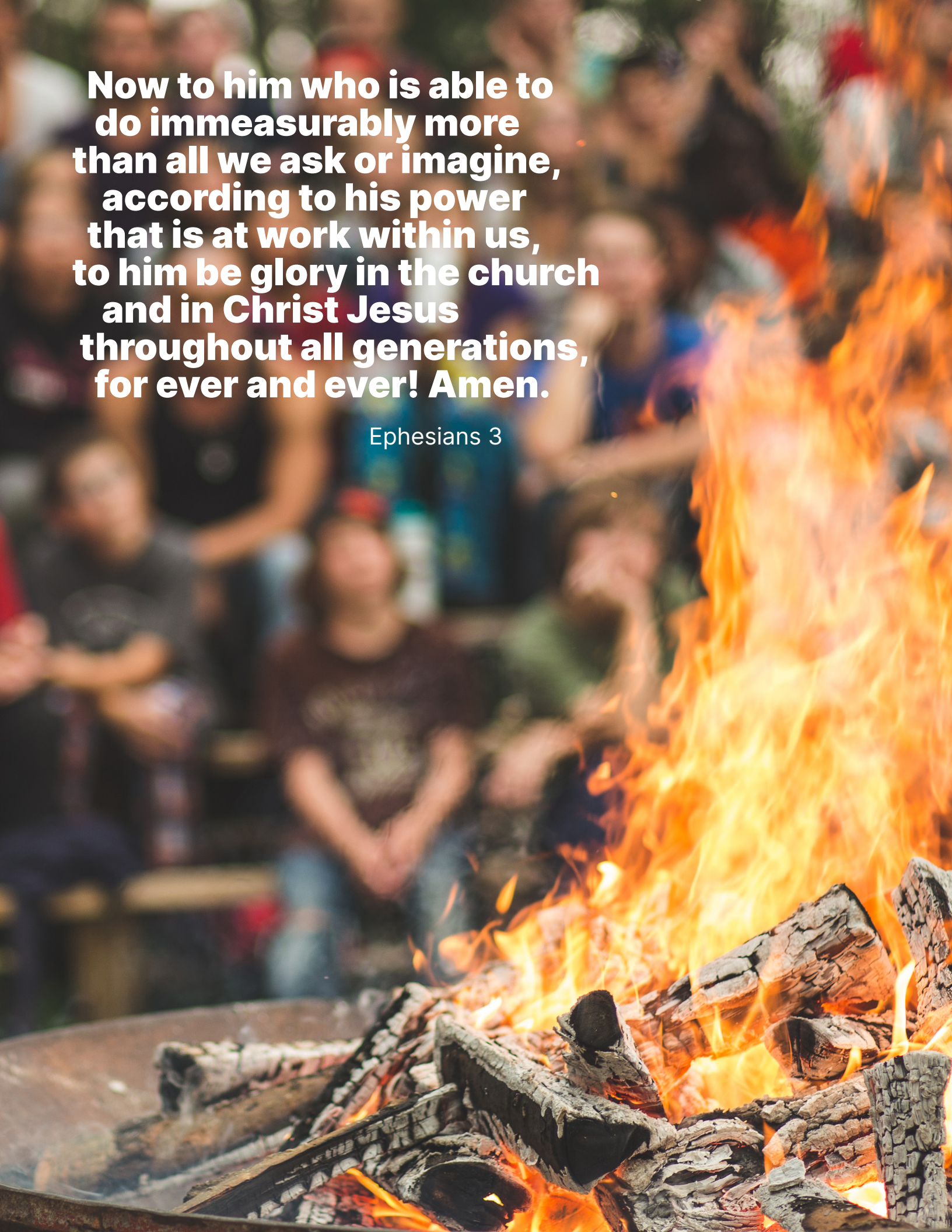
**Reaching this generation of individuals and families.** We are committed to ministry models that introduce individuals of all ages and stages of life to Jesus; that invite them to follow him through a robust faith relationship; and that provide opportunities for them to become involved in service.

**Valuing healthy relationships.** We are committed to serving alongside individuals, groups and churches that share a desire to work together to realize the full redemptive potential of our ministries; that challenge us to recognize our role in God's plan; and that help us nurture vibrant relationships in all areas of life.

**Intentionally investing in leaders.** We are committed to teaching and training experiences that encourage emerging and established leaders to grow as servant-leaders, thus exercising to their fullest potential a godly influence throughout their areas of service and leadership.

**Warm hospitality for everyone welcomed.** We are committed to being a ministry of hospitality that creates a safe place to welcome people from all walks of life; that strives to place the needs of those welcomed first; and that pursues excellence in service at all times.

**Impactful ministry for years to come.** We are committed to sustainable models built upon sound Biblical principles enabling us to steward and support ongoing ministry of Camp Caroline with the highest standards of integrity, care and service.

A large crowd of people is gathered around a bonfire at night. The fire is bright and intense, with tall flames reaching upwards. The people in the background are out of focus, some with their arms raised, suggesting a festive or religious gathering. The scene is illuminated by the warm light of the fire.

**Now to him who is able to  
do immeasurably more  
than all we ask or imagine,  
according to his power  
that is at work within us,  
to him be glory in the church  
and in Christ Jesus  
throughout all generations,  
for ever and ever! Amen.**

Ephesians 3

# Requirements

## Personal Attributes

Personal profession of faith in Jesus for salvation and witness of obediently following him

Active in an evangelical church

Agreement with the purpose and priorities of Camp Caroline

College/University degree or equivalent experience

Ability to adapt and assimilate into new cultural settings and communities

High relational intelligence

Positive attitude

Energetic and self-motivated

Creative

Team player

Solution-focused

Good health and stamina

Valid driver's license

Availability to work regular and irregular hours

Ability to work on-site

Ability to use Microsoft Office

Completion of reference and background checks

## Professional Attributes

Operational leadership experience in an organization (minimum of 5 years)

Ability to maintain healthy working relationships with a team

Ability to organize, plan well and think strategically

Ability to develop and manage a budget of no less than \$1,500,000

Ability to initiate and follow through on projects with excellence

Interpersonal and communication skills

Ability to handle sensitive and/or confidential situations with respect

Ability to manage multiple programs and projects

Ability to evaluate systems, models and performance



**First steps. Next steps. Servant-leadership.**



**CAMP  
CAROLINE**

# Responsibilities

## General

Uphold the purpose and priorities of Camp Caroline with the highest standard of excellence

Uphold and adhere to policies, best practices, and principles related to standards of service, care and excellence and as established by recognized authorities

Assist in nurturing the spiritual atmosphere of Camp Caroline for campers, guests, and staff

Development of a welcoming atmosphere and safe environment for campers, guests and staff

Anticipate and address camper and guest service needs

## Ministry Effectiveness

Work with the Executive Director and our team of directors to create a strategic plan and implement new structures, systems and protocols to achieve it

Serve as an operational leader of the organization, including but not limited to coordinate our day-to-day operations, oversee our risk management, oversee designated budgets, lead the performance management process (that measures and evaluates progress against goals for the organization), and provide strong day-to-day leadership presence

### **Staff Management**

Work with our team of directors and the Executive Director to select staff that support the vision and values of Camp Caroline

Serve alongside the Executive Director and our team of directors to lead our team

Help ensure that the staff are properly resourced and represented among the leadership of the ministry

Work with our team of directors and the Executive Director regarding discipline, discontinuation, or dismissal of staff

Prepare annual professional development plans

### **Time Management**

General responsibilities, 10%

Ministry effectiveness, 60%

Staff management, 30%

Apply with your cover letter and resume. You must be eligible to work in Canada.

Please send your application to the contact below.

If you know someone who may be interested in the position described in this profile, please feel free to suggest that person for consideration and/or forward this information to them.

Applications and inquires will be treated discreetly with the utmost confidentiality.

For further information on this position, please contact:

Ben Trites

Executive Director

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Phone: (403) 722-3939, 202



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