

North Carolina Youth Camp Association Part-Time Executive Director Job Description

Summary: To provide professional leadership and assistance to the officers and board of directors in making the North Carolina Youth Camp Association an effective organization; to implement board policies and plans toward the accomplishment of organizational goals; and to be responsible for the daily operation, growth and development of the organization.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field; Masters preferred
- Knowledge of the organized camping industry
- Ability to organize, delegate and coordinate the work of the Association.
- Ability to communicate effectively.
- Ability to work with volunteer boards.
- Knowledge of fund development and implementation of development initiatives.
- Successful experience with fiscal management and responsibility.
- Willingness to travel.
- Candidates should be located in the Western North Carolina region.

RESPONSIBILITIES

Implement policies adopted by board of directors and provide staff assistance to board and committees.

- ✓ Implement and manage programs, projects and policies approved by the board, providing regular reports to the board on the progress and work of the organization.
- ✓ Manage the governance process of NCYCA, including nominations, elections and appointments in adherence to board policies and by-laws with all meetings and actions of the board of directors and executive committee.
- ✓ Work closely with the membership committee of the board of directors to create and implement a plan for recruiting camp and business members for the organization.
- ✓ Assist the board with the development of a long-range strategic plan.
- ✓ Serve as a non-voting *Ex-Officio* member of the executive committee and board of directors of NCYCA.

Provide for public education and interpretation

- ✓ Inform general public through resources and programs about camping and member camps.
- ✓ Initiate and coordinate press releases and media information.
- ✓ Monitor and develop advocacy strategies for the public policy issues that may affect the organization's members.
- ✓ Serve as an official representative of the association in dealing with the press, public, related organizations, and government agencies and officials.

Maintain relationships with members, camps and the community at large

- ✓ Recruit new members and support current membership.
- ✓ Maintain member data base.
- ✓ Sustain professional community relationships.
- ✓ Coordinate communication of appropriate information among the association membership, committees, board of directors and executive committee, including an association-wide newsletter.
- ✓ Monitor and communicate issues, trends and developments that may affect the camping industry and children and youth.
- ✓ Raise awareness of the organization and bolster the brand through media campaigns, promotion at conferences and other events and strategic partnerships.
- ✓ Be a knowledgeable and helpful resource for all camp professionals, parents and other “owners” of the association and the camp experience.

Exercise fiscal management

- ✓ Work with finance committee to provide for the timely management of NCYCA business, including monitoring of income and expenses, preparation of financial statements, budgets, audits, payroll, and facility/equipment management.
- ✓ Establish and implement short and long term financial development strategies, including a proactive approach to seeking alternative revenue sources.
- ✓ Maintain accounting system and all required fiscal and legal records.

Coordinate human resources

- ✓ Manage all professional staff and paid personnel.
- ✓ Provide for recruitment, training, empowering, and recognition of volunteers.

SPECIFIC JOB SKILLS

- ✓ Ability to manage the general operations of a small office to include, but not limited to: securing necessary technological support, contacting appropriate vendors (phone, copiers, etc), and purchasing of supplies.
- ✓ Ability to write succinctly and persuasively.
- ✓ Ability to coordinate and prioritize work assignments in order to produce high quality products and results within established deadlines.
- ✓ Knowledge of processes, systems, and procedures associated with the administration of membership maintenance, drives and campaigns.
- ✓ Knowledge of Microsoft Office, Quickbooks, web publishing and electronic communications, desktop publishing

**North Carolina Youth Camp Association
Part-Time Executive Director**

BENEFITS

- Flexible schedule, average of 20 hours per week. Hours may be variable depending on organization activity.
- Paid Time Off – five (5) days
- Paid professional association memberships in related organizations.
- Paid expenses for camping industry and related conferences.
- Mileage reimbursement
- Worker's compensation
- NCYCA office location to be determined by the Executive Director. Supplies, including a computer, laptop, copier, dedicated phone line, and fax machine provided.

Salary: \$15,000 - \$17,500

To Apply:

submit resume - email:

office@nccamps.org or chuck@nccamps.org