



Executive Director Application Form

Job Description

Position: Executive Director

Responsible to: God and CHC Board Chair

Job Summary: Be the spiritual leader. Be the chief vision officer-carrying out and sharing our vision. Our vision is to Access, Impact and Integrate. Access kids from SW SK and SE AB, Impact them with the transformational message of Jesus Christ and Integrate them into the local church. Encouraging them to become passionate, Biblical obedient followers of Jesus. Oversee the summer camp ministry. Love, encourage and develop staff, campers, volunteers and our constituency. Reporting to the chairman of the board.

Qualifications:

- Has a vibrant prayer life daily.
- A vessel for Christ to work in and through.
- In agreements with CHC doctrine statements and code of conduct.
- Team player and coach. Willing to help others develop their walk with Christ.
- Servant heart and leadership skills.
- Self-motivated and strong work ethic.
- Peacemaker, friendly and approachable.

Summer Responsibilities:

- Pray daily for God's anointing over the camp.
- Welcome campers and parents to the camp on registration day.
- Ensure registrations are completed properly.
- Communicate clearly and kindly to camper's parents.
- Develop, maintain and organize the summer camp program.
- Ensure the gospel is clearly communicate to all campers by speakers and staff.
- Encourage that testimonies are shared daily of how God has transformed people lives.
- Ensure that all skills are safe, fun, educational, and are well maintained.
- Oversee all campers, providing appropriate discipline when necessary.
- Lead daily staff meetings.
- Develop cabin devotional and discussion curriculum and training staff on how to use the material.
- Encourage summer staff to live the gospel and be aware of teachable moments.

- Ensure camper evaluations are completed and submitted by staff.
- Record daily on how the Holy Spirit was working at the camp.

Off-Season Responsibilities:

- Recruiting staff for summer program, including cabin staff, LIT's, Nurses, Cooks, and Maintenance
- Making frequent contact with churches within the constituency and maintaining good relationships with those churches
- Share the vision of the camp with the churches and constituency community with passion in order to build and maintain a strong supporting constituency.
- To be the chief vision officer.
- Traveling to churches within the constituency to make reports on the ministry
- Ensure the camp facilities are well maintained
- Be accomodating, and a godly example to guest groups that use the facilites

Applicant Information

Full Name: _____ Date: _____
Last First

Address: _____
Street Address Apartment/Unit #

_____ City Province/State Postal/ZIP Code

Phone: _____ Email: _____

Education

High School: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

List three references. One pastoral reference, and two professional references

Pastor's Name: _____

Church:

Address: _____

Phone: _____

Name: _____

Relationship: _____

Address: _____

Phone: _____

Name: _____

Relationship: _____

Address: _____

Phone: _____

Previous Employment

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____

To: _____

Reason for Leaving: _____

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____

To: _____

Reason for Leaving: _____

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____

To: _____

Reason for Leaving: _____

I give permission for Cypress Hills Bible Camp to contact my references and previous employers:

4. *The personality of the Holy Spirit whose ministry is to glorify the Lord Jesus Christ and during this age to convict men, regenerate the believing sinner, indwell, guide, instruct, and empower the believer for godly living and service.*
5. *The creation of man in the image of God; that he sinned and thereby incurred not only physical death, but also spiritual death; and that all human beings are born with a sinful nature totally depraved and are incapable of pleasing God, and in the case of those who reach moral responsibility become culpable sinners, utterly lost, and only through being born again through faith in our Lord Jesus Christ, in whom we have redemption through His blood, can salvation and spiritual life be obtained.*
6. *The resurrection of the body, the eternal life of the saved, the eternal punishment of the lost. After death all men continue in conscious existence, the believers being "absent from the body but present with the Lord," the lost in everlasting conscious torment.*
7. *The personality of Satan as a created being and an adversary of God.*

I have read and agree with the Cypress Hills Bible Camp Doctrinal Statement:

Yes ___ No ___

Signature

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____