

## JOB DESCRIPTION

**Date Created:** February 23, 2016

**Revision Date:** May 24, 2022

**JOB TITLE:** Executive Director

Camp Big Sky

**REPORTS TO (Title):** Board of Directors

**SUPERVISORY RESPONSIBILITY:**  YES  NO

# DIRECT REPORTS \_\_\_\_\_

# INDIRECT REPORTS \_\_\_\_\_

**SUMMARY DESCRIPTION:**

*Purpose and function of job. (No longer than 3 sentences.)*

The Executive Director of Camp Big Sky is responsible for the overall strategic planning, coordination, implementation, financial, program development and evaluation of camp and organization operations, capital improvements and ongoing recreation and educational programs and services for persons with disabilities. Required time at the camp will be based off of needs.

**ESSENTIAL JOB FUNCTIONS/DUTIES:**

*List duties in order of time spent or importance. Essential duties and tasks that must be performed with or without reasonable accommodation.*

- Submit grant applications and maintain records. Research and solicit new funding while maintaining current donor relationships. Attend meetings, maintain communication, send thank you letters and make presentations for donors.
- Oversee the coordination, planning, facilitation and execution of volunteer driven events. Publicize, market, collaborate with other organizations, and attend/participate in the event.
- Coordinate with the Treasurer, regarding financial records throughout the fiscal year, forward requested financial information to the Treasurer. Maintain donor snap, coordinate insurance and track all pledges. Make regular deposits with coordination of the Treasure.
- Prepare the Annual Report and distribute. Prepare and gain approval of the annual budget. Oversee compliance of the annual budget.
- Oversee hiring, training, supervision, evaluation, personnel files, time sheets and schedules of staff & volunteers.
- Maintain compliance with all state, federal and local laws
- Prepare all communication for the Board of Directors and Executive Committee – meetings times, agenda, and presentations. Attend Board Meetings upon request.
- Remain in compliance with all fund-raising processes, maintain contact with current partners and donors, and

	<p>identify new program opportunities.</p> <ul style="list-style-type: none"> <li>❑ Public and private presentations - seek opportunities to increase knowledge of the mission and goal.</li> <li>❑ Work with Marketing Committee to pursue new opportunities, to coordinate participation in relevant events and to keep all communication/advertisement current/relevant, including social media and website.</li> <li>❑ Serve in all capacities as the “Face” of Camp Big Sky</li> <li>❑ Miscellaneous duties as assigned or as needed.</li> <li>❑ Keep all camp related forms, fishing and boat licenses up to date and track visitor groups.</li> <li>❑ Coordinate Learning Center &amp; Lodge facility use with Operations Manager.</li> <li>❑ Work to grow volunteer base and visitor numbers.</li> </ul>
<p><b>JOB SPECIFICATIONS:</b> <i>Education, experience, skills required, equipment used.</i></p>	<ul style="list-style-type: none"> <li>❑ Bachelor’s Degree in Recreation, Therapeutic Recreation or a related field – Or a minimum of 5 years of experience in not for profit management position.</li> <li>❑ Experience working with persons with disabilities</li> <li>❑ Experience in the provision of recreational programs</li> <li>❑ Very strong interpersonal skills</li> <li>❑ Two or more years of supervisory experience.</li> <li>❑ Strong analytical skills.</li> <li>❑ Strong communication and organizational skills.</li> <li>❑ Knowledge of computer systems (Excel, Word, PowerPoint, etc.).</li> <li>❑ Flexible hours and days worked</li> </ul>
<p><b>CERTIFICATION REQUIREMENTS:</b></p>	<p>Preferred but not required: sign language, advanced life-saving training CPR Certification</p>
<p><b>Note:</b> <i>This list of duties and responsibilities is not intended to be all-inclusive. It may be expanded to include other duties and responsibilities that management may deem necessary from time to time.</i></p>	

## PHYSICAL REQUIREMENTS:

	Rating Scale	
	<i>0 – Not Applicable to This Position</i>	
	<i>1 – Normal: Conditions Similar to Everyday Life</i>	
	<i>2 – Above Average: Beyond Normal Levels</i>	
	<i>3 – Extreme: Extraordinary Levels</i>	

**Critical Job Elements:** For the questions that follow, use the rating scale above to describe the job.

### 1. Work Environment

\_\_\_\_\_ 2 \_\_\_\_\_ Accessibility of all worksites required for the position.

\_\_\_\_\_ 2 \_\_\_\_\_ Exposure to weather and temperature extremes.

\_\_\_\_\_ 1 \_\_\_\_\_ Exposure to darkness.

\_\_\_\_\_ 1 \_\_\_\_\_ Exposure to cramped spaces.

\_\_\_\_\_ 1 \_\_\_\_\_ Exposure to loud noises.

\_\_\_\_\_ 1 \_\_\_\_\_ Exposure to chemicals and fumes.

\_\_\_\_\_ 1 \_\_\_\_\_ Exposure to dust.

\_\_\_\_\_ 1 \_\_\_\_\_ Exposure to heights.

\_\_\_\_\_ 1 \_\_\_\_\_ Exposure to work safety hazards.

\_\_\_\_\_ 2 \_\_\_\_\_ Amount of overtime/extended work hours required.

### 2. Physical Effort

\_\_\_\_\_ 1 \_\_\_\_\_ Physical Mobility: Movement from place to place on the job, considering distance and speed.

\_\_\_\_\_ 1 \_\_\_\_\_ Physical agility: Ability to maneuver body while in place.

\_\_\_\_\_ 1 \_\_\_\_\_ Physical strength to handle routine office materials and tools.

\_\_\_\_\_ 2 \_\_\_\_\_ Dexterity of hands and fingers.

\_\_\_\_\_ 1 \_\_\_\_\_ Dexterity of feet.

\_\_\_\_\_ 1 \_\_\_\_\_ Physical balance: Ability to maintain balance and physical control.

\_\_\_\_\_ 2 \_\_\_\_\_ Coordination: including eye/hand, hand/foot, etc.

\_\_\_\_\_ 1 \_\_\_\_\_ Endurance: Prolonged physical activity with limited opportunity to rest.

### 3. Mental Effort

\_\_\_\_\_ 1 \_\_\_\_\_ Concentration/intensity: prolonged mental effort with limited opportunity for breaks.

\_\_\_\_\_ 2 \_\_\_\_\_ Memory, considering the amount and type of information.

\_\_\_\_\_ 2 \_\_\_\_\_ Complexity of decision-making.

\_\_\_\_\_ 2 \_\_\_\_\_ Time pressure of decision-making.

**JOB QUALIFICATION REQUIREMENTS:**

The biggest challenge or difficulty in accomplishing my job is ...

Regular contact (s) inside the company (Title and # of Times):

Board of Directors – Periodically

Regular contact (s) outside the company (Person, Company, and # of Times):

**Supervision Requirements:**

\_\_\_ do work and report back to supervisor only with unusual problems

do work and report back to supervisor regularly (board of Directors)

\_\_\_ receive direction from supervisor for tasks undertaken

\_\_\_ work closely with supervisor most of the time

This position supervise(s) \_\_\_ Team Member directly and/or supervise(s)/guide(s) \_\_\_ Team Members indirectly.

**Please send Cover Letter and Resume to:**

Camp Big Sky  
P.O. Box 56  
Farmington, IL 61531

Or Email [exec@campbigsky.org](mailto:exec@campbigsky.org)