

**The New England Conference
United Methodist Church**

The position of Executive Director for Covenant Hills Christian Camp is a year round part-time position: full time during the camp season and 15-20 hours per week during the “off season.” Further position information is available by contacting The Rev. James McPhee at mcphee@neumc.org. We are committed to working with qualified candidates (lay and clergy) to put together other part-time work possibilities and benefits.

In order to apply for the position of Executive Director for *Covenant Hills Christian Camp*, located in Cabot, Vermont you must:

- 1. Submit a letter of application;**
- 2. Provide a resume listing previous camping ministry, educational experience, and references; and**
- 3. If a United Methodist clergyperson serving under appointment, provide a letter from your District Superintendent indicating knowledge of this application.**

All materials must be received by Rosemary McNulty in the New England Conference Office (rmcnulty@neumc.org 978-682-7676 ext 201), P.O. Box 249, Lawrence, Massachusetts 01842 no later than October 18, 2010.

Interviews for this position are scheduled for October 30, 2010 in Vermont.

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Executive Director Covenant Hills Christian Camp
Ministry Description

The Search Team for the New England Conference (NEAC) will recommend a candidate for Executive Director of Covenant Hills Christian Camp, located in Cabot, Vermont, in consultation with the Director of Connectional Ministries and the Bishop. The Executive Director will provide leadership and management for Covenant Hills Christian Camp, working closely with the Covenant Hills Executive Committee, and will report to the Director of Connectional Ministries.

Description:

Covenant Hills Christian Camp is a beautifully sited small group camp located on nearly 300 hillside acres in Cabot, Vermont. Just a mile from U.S. Rte. 2, 20 miles northeast of the capital of Vermont, Montpelier, the camp has easy access to Rtes. 89 and 91. Burlington, Vermont is just over an hour away; Boston about 3 hours. The camp is supported by both the New England Conference of the United Methodist Church and the Vermont Conference of the United Church of Christ. The camp recently celebrated its 20th anniversary. It is the current site for what has been a long tradition of Methodist and United Church of Christ summer camping, carried on from the previous sites: Camp Missisiquoi and Camp Waikowi. It has a strong and devoted following.

The site has been primarily a Christian Adventure based, small group summer camp program. The camp conducts an 8 week summer camp program, and is available for use by retreat groups May 1 to October 1, outside of the summer camp season.

Functions:

- ❑ Implementation of ACA standards;
- ❑ Provide leadership and direction to the Program, Promotion, Finance, Fundraising, Personnel, Site, and Youth committees;
- ❑ Work with and develop the Executive Committee;
- ❑ Manage property and facilities, and oversee new building projects;
- ❑ Recruit, train, and manage volunteers and staff;
- ❑ Manage outdoor ministry and spring and fall retreat programs;
- ❑ Provide leadership and management in areas of future growth of Covenant Hills;
- ❑ Provide leadership in the development of a regional youth council and youth ministry programming through Covenant Hills.
- ❑ Work with relevant United Methodist Conference and United Church of Christ Conference committees and groups,
- ❑ Assist in the development of ecologically responsible use of Camp resources.

Expectations:

- ❑ Deep Christian commitment to youth ministry in an outdoor camp setting;

- ❑ Commitment to the mission and vision of the New England Annual Conference and to implementing related recommendations;
- ❑ Ability to delegate and to facilitate teaming with the Board, site staff, and volunteers;
- ❑ Willingness to participate in continuing education and skills development as recommended by supervisor.
- ❑ Familiarity with the United Methodist Church and the United Church of Christ.

Qualifications:

- ❑ ACA standards apply: the on-site director must have a bachelor's degree, at least two seasons of camp supervisory experience, have attended a professional development workshop in the past 3 years, and be at least 25 years old;
- ❑ Christian education knowledge and skills;
- ❑ Effective oral and written communication skills;
- ❑ Ability to use and implement appropriate technology;
- ❑ Ability to relate positively to a variety of laity and clergy;
- ❑ Ability to work well under pressure;
- ❑ Membership in a Christian denomination and active participation in a local Church;
- ❑ Ability/willingness to travel within Vermont and throughout the NEAC.

Accountabilities

- ❑ Maintain and grow Covenant Hills Christian community
- ❑ Plan, monitor, and implement Camp Budget
- ❑ At all levels, manage risk and well-being of staff, volunteers, campers, and retreat participants
- ❑ Effectively market and promote Covenant Hills ministries
- ❑ Establish and maintain positive working relationship with the Executive Committee, sub-committees, volunteers, and constituents.

Employment: The personnel Policies of the New England Annual Conference will determine benefits. This position is defined as “exempt” in the Personnel Policies. Job location for the Executive Director of Covenant Hills will be in Cabot, Vermont for the camping season.