



Illinois South Conference
Program Staff
Director of Outdoor Ministries
Position Description

The position of Director of Outdoor Ministries embodies the functions essential to develop a faithful and effective program on behalf of the Outdoor Ministries of the Illinois South Conference. This position is an integral part of the Conference staff and assumes a high commitment to the collegiality of the staff team and to the life of the Illinois South Conference.

Adopted by the Conference Council, November 11, 2009

Minimum Qualifications:

- ❖ A bachelor's degree from an accredited university
- ❖ Person of faith with a commitment to God revealed through Jesus Christ
- ❖ A commitment to support the United Church of Christ
- ❖ Experience with and a passion for outdoor ministries
- ❖ Effective communication and people skills
- ❖ Administrative expertise and/or experience that includes management of personnel and budgets

Desirable Qualifications

- ❖ A willingness to live on site in provided housing
- ❖ Three years of administrative experience in a camp setting
- ❖ Experience in and understanding of the United Church of Christ
- ❖ Ability to understand and interpret financial realities

Accountable To:

The Illinois South Conference Council;
Supervised by the Conference Minister;
and in collegial relationship with the Outdoor Ministries Team

General Responsibilities

- Develop and maintain relationships with congregations within the Illinois South Conference
- Provide leadership and work with the Outdoor Ministries Team, Finance Ministry Team, and the Conference Council in the development of a vision for outdoor ministries in the Illinois South Conference
- Develop long-range goals and strategies for achieving the goals
- Market the program and facilities to the churches of the Illinois South conference and the wider community
- Manage operations and supervise outdoor ministries staff

Specific Responsibilities

- Implement and evaluate programs
- Employ, train, supervise and evaluate staff
- Help develop staff evaluation criteria based on the long-range goals
- Develop finance strategies in collaboration with the Finance Ministry Team to create operational and long term sustainability for Outdoor Ministries
- Prepare and oversee annual operating budget in consultation with the Outdoor Ministries and Finance Ministry Teams
- Report regularly to the Outdoor Ministries Team and the Conference Council and annually to the Conference
- Ensure year-round on-site supervision for DuBois Center
- Operate DuBois Center in compliance with the American Camp Association accreditation requirements
- Create an environment of effective communication with staff, campers, volunteers, and benefactors

Other Responsibilities

These are not the only duties to be performed. Some responsibilities may be reassigned and other duties may be assigned as required.