

**Title:** Associate Director  
**Reports to:** Property Director  
**Job Classification:** Exempt Status



### **Position Summary**

Provide leadership that creates a culture to develop relationships both with our staff and guests, leads to a greater understanding of the Gospel and seeks to display a level of excellence that anticipates, meets and exceeds our guests' needs. The position will often times call for innovative and creative solutions to complex problems that rarely have one right answer. This role is seen as a partner in ministry alongside the Property Director to see the mission of Crossings lived out on the property. The position is full-time with appropriate benefits and housing and is salaried; hours will be determined by the season of the year.

### **Values**

#### *Gospel displayed as:*

- Commit to a daily walk with Christ, which includes reading His word, praying and regular fellowship with believers.
- Commit to consistent attendance in a local body of believers.
- Commit to regular sharing of faith.

#### *Relationships displayed as:*

- Commit to seeking opportunities to build relationships with our staff.
- Commit to resolving conflict in a way that honors Christ and His word.
- Commit to seeking opportunities to build relationships with our guests prior to their arrival and while on property.

#### *Excellence displayed as:*

- Commit to seeking to do everything as unto the Lord.
- Commit to help hold accountable each individual on staff to this same level of excellence.

### **Key Areas of Responsibility**

- Represent Crossings to all types of customers (leaders, parents, students) and be determined to proclaim the cause, missions and values of Crossings.
- Adapt and provide creative solutions to organizational and operational changes that are fast-paced within an ever-changing environment while withholding a high standard of excellence and compassion.
- In the absence of the Property Director, lead in the daily operations of the camp, including: food service, facilities, maintenance, housekeeping, recreation, guest relations, etc.
- Support the Property Director in successfully maintaining budget items and expenses, presenting a unified front for other duties that may be assigned and developing future improvement plans for all facilities and grounds.
- Direct oversight of all areas of food service, including: working with vendors to prepare menus, hiring staff to prepare food, preparing and monitoring a budget for all food related costs, necessary inspections for food service, etc.
- Creatively design and coordinate projects utilizing volunteers, mission groups or even full-time staff to accomplish needed tasks. No one person can outperform a well-planned and well-executed task accomplished by a team of appropriate volunteers or staff.
- Critically think through issues of the overall camp goals and multitask while making decisions in multiple areas of camp. Learn to see the effects of every decision in all areas of Crossings, i.e. Jonathan Creek, Central Office, Cedarmore and beyond.

### **Core Competencies Required**

- Knowledge and passion for Crossings' vision, mission, tradition and customs.
- Ability to execute all duties in the complete absence of the Property Director.
- Strong leadership experience within communities and departmental activities.
- Excellent public speaking and salesmanship; ability to communicate clearly and concisely to both children and parents.
- Enthusiasm, sense of humor and demonstrates patience and drive when needed, along with a strong work ethic.
- Ability to develop and manage projects and team members to effectively accomplish a goal and exceed expectations.
- Willingness to take on any necessary roles and responsibilities to accomplish a task.
- Someone who is highly motivated, organized, detail-oriented and a responsible self-starter.
- Confident in conflict management and the ability to find a resolution to difficulties.
- Highly proficient with standard office software such as MS Office Suite Products.
- Preparedness and willingness to live on-site all year round with immediate family.

### **Measures**

- Our guests make significant spiritual decisions while at camp, i.e. salvation, call to ministry, etc.
- You seek to maintain relationships both with those you work with and those you serve. (These are measured in a yearly 360 degree evaluation and then on a weekly basis through retreat and camp evaluations.
- You seek to maintain excellence in your work. This is measured through the timely, error-free completion of your work.