



Joy of Living Ministries, Inc.  
PO Box 338, 18860 Dodd Road  
Brinkhaven, OH 43006

## **JOB DESCRIPTION EXECUTIVE DIRECTOR**

### **Mission/Core Values Statement**

At Joy of Living Camp, we are called to love kids and communicate hope. We do this by...

#### **Honoring God consistently**

Our heart's desire is to honor God with our lives, words, and service. Our aim is to reflect His glory to everyone we have the honor to serve in the context of God's creation through the ministry of Christian camping.

#### **Serving selflessly**

We are committed to selflessly serving those who use the facilities of Joy of Living Camp in ways that eliminate unnecessary distractions, enhance the camp experience, and support the spiritual goals of our retreat groups and campers.

#### **Sharing generously**

Within the context of Godly stewardship, we will make the resources of Joy of Living Camp available to as many as people as possible without regard to an individual's ability to "afford" the experience.

#### **Working excellently**

In every area of our camp ministry we desire to honor Jesus by doing our best. We will strive for excellence in all that we do.

#### **Living joyfully**

This is essential to a positive experience for our campers, guests, vendors, and staff; and God's desire for His children.

### **Job Overview**

The Executive Director for Joy of Living Ministries, Inc. is responsible for the overall direction and health of the Ministry. This includes but is not limited to caring for JOL staff, hiring staff, overseeing the various areas of operation, being responsible for public representation, fund raising, and the financial health of the ministry.

**Reporting Structure:**

Reports directly to the Board of Directors

**Essential Functions and Duties:**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Gives leadership to the Spiritual growth of the staff and Board keeping the mission fresh in their minds and hearts

- Oversees the work of the staff in their various responsibilities
- Works with the staff and Board of Directors to make decisions that will improve the ministry and care for the ongoing development of the mission of JOL
- Works with the staff and Board to promote the ministry of the camp and help the general public become aware of the camp as a place of gathering and group activities
- Gives primary leadership to the raising of funds that will allow Joy of Living to fulfill its mission
- Hires all staff and conducts regular evaluations of the staff; makes recommendations for their work and professional growth
- Exercises responsibility for the management of the property to achieve the most effective development and enjoyment of the resources
- Works with the Thomas J. Evans Foundation to care for the ongoing lease agreement with Joy of Living
- Insures the execution for all the administrative duties related to maintaining the ministries of JOL
- Works with architects and engineers in the process of development of the property and facilities of JOL
- Executes appropriate communications that will promote the work of Joy of Living Ministries, Inc.
- Works cooperatively with the board to develop all aspects and execution of the long term operational and financial plans

**Qualifications:**

- Must demonstrate a growing personal relationship with Jesus Christ.
- Proven ability to raise funds for the support and development of the work of Joy of Living Ministries
- Demonstrated ability to lead, and to lead people and manage projects.
- Strong communication skills - communicates effectively with staff and the general public.
- Strong knowledge of camping and experience with handling children and young adults and parents.
- Experience having a public presence that welcomes people and their interaction, ability to see ahead and help JOL move positively forward based on JOL's mission

**Requirements:**

- 5 years' experience preferred in camping leadership or related field
- Minimum Bachelor's degree required in related field