



GENERAL DIRECTOR  
Career Opportunity

# About InterVarsity

Alberta Pioneer Camp is an integral part of the ministries of InterVarsity Christian Fellowship. Since 1929, we have been seeking to help children, teens and young adults discover Jesus and grow in faith.

Our ministries include nine camps and more than 65 groups in high schools, colleges and universities. We also support young adults as they begin their careers through workplace ministry groups.

The nature of our— camps, campus and workplace ministries — provide an incredible opportunity for us to walk alongside youth through key transitions in life. Our ministries, allow us to meet the needs of young people by connecting with them both in school and work environments and in the wildness of creation at camp.

InterVarsity has articulated five aims for everyone engaged in our ministries:

- **Discover Jesus.** This reflects our commitment to evangelism. We are unashamed of the gospel. We help young people discover Jesus in the Bible, in creation, in community. Culture continues to evolve but the good news of Jesus, centred on the cross, resurrection and future return of Jesus does not change.
- **Nurture an Undivided Life.** This captures our commitment to whole-life discipleship. The earth is the Lord's and everything in it and the Bible has application to every area of life. Following Jesus is an all-encompassing call that includes relationships, studies, work, money and leisure.
- **Foster Engaged Thinking.** This reflects our commitment to Christian thinking. We are transformed through the renewing of our minds. It is vital that we engage with universities as centres of teaching, research and consideration of ideas. We help young people relate faith to culture and integrate faith with studies. Post-graduate study and teaching are missional callings.
- **Foster Global Vision.** This speaks to our commitment to the worldwide mission of the church. We are a founding member of the International Fellowship of Evangelical Students where we continue to contribute and partner in global initiatives.
- **Grow in Influence.** This affirms our commitment to leadership development. We invest in student leaders at camp, in high school and university and as they enter the workforce. We provide training, support and mentorship, encouraging young people to explore God's calling and to be salt and light at home, at work and play.

# About Pioneer Camp Alberta

Alberta Pioneer Camp had its start in 1942, but no permanent home was found for the camp until almost ten years later. Since 1951 Pioneer Camp Alberta has been operating as a life-changing summer camp for children and youth.

We are committed to seeing young people transformed by the love of God actively at work in their lives. We are part of a network of nine InterVarsity camps across Canada operating under the names Circle Square and Pioneer Camp. InterVarsity has been providing summer camps and year-round programs for children, youth, young adults, and families since 1929.

In addition to our summer camp ministry, we also operate as a retreat centre from September to June.

At Pioneer Camp, our key motivation springs from a deep desire to help children and youth grow spiritually, mentally, socially and physically in a fun-filled and safe place of adventure and challenge. As a Christian camp, everything we do is based on our Biblical convictions about our relationship to God and with one another. We respect the dignity of every person, desire their best and commit to doing our best to help them know they are loved and cared for by God.

## Housing and Location:

Housing for the General Director is currently provided on site at the Sundre site.

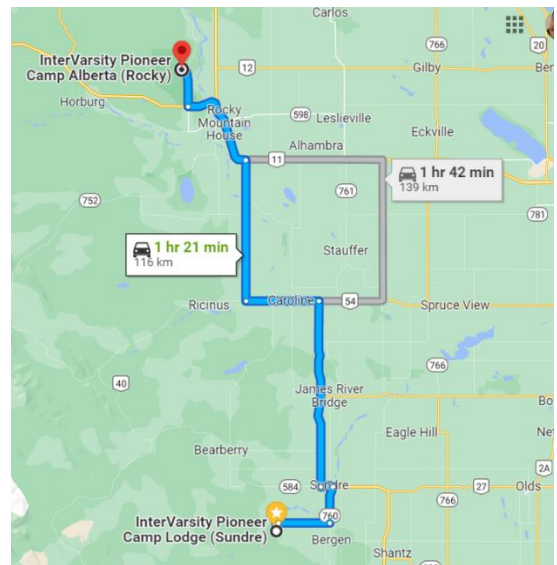
Pioneer Alberta operates on two sites

### **Pioneer Camp Lodge**

Address: 32134 Range Road 63, Sundre, AB, T0M 1X0

### **Pioneer Ranch Camp**

Address: 403048 Buster Creek Rd, Rocky Mountain House, AB, T0C 0A0



Alberta Pioneer has distinct and unique summer camps and programs:

- Junior Camp - ages 6-11
- Girls Camp - ages 9-18
- Boys Camp - ages 9-18
- Co-ed Teen camps - ages 12-18

- Leaders-in-Training Program - ages 15-19, with onsite staff placements
- Family Getaways – all ages

Throughout the year, we also offer:

- LEAD gap year program for ages 16-18
- Young Adult retreats
- Mother/Daughter, Father/Son and Family weekends

In the fall, winter and spring, the camp hosts a wide range of guests who rent our facilities and take advantage of our programming for school, church and other groups.



# About the General Director Role

We are seeking a General Director who:

- Is passionate about helping people of all ages discover Jesus and grow as disciples.
- Is a people developer, keen to see others thrive as they grow in their God-given gifts and abilities.
- Leads a team of leaders characterized by high commitment and high capacity as they steward the camp for the glory of God and His missional purposes.
- Has the experience and ability to steward both the missional and business realities of camp.
- Serves as a member of InterVarsity's Leadership Council, providing input and direction to our movement.

## Key qualities and characteristics

- Committed follower of Jesus who lives in daily obedience to the Gospel
- Spiritually mature
- Humble and teachable
- A good listener who is gracious, empathetic and kind
- Visionary and strategic thinker
- Collaborative team player and team builder
- Solutions-oriented with excellent organizational skills
- Networker keen to nurture and grow relationships with alumni, camp families, neighbours and ministry partners
- Fiscally responsible
- Understands how to live an integrated life in a work environment that requires high flexibility

## Overall Responsibilities

- Leads, cares for and develops a team of people who together live out the gospel in word and deed - providing opportunities for campers and guests to make a commitment to Jesus and deepen their faith.
- Provides pastoral care to the staff team, and assists others in leadership to do the same for those under their care.
- Builds relationships with key community stakeholders, welcoming and engaging their energy, skills, and passion to advance our ministry aims.
- Positions the camp to be a positive and contributing member of the local church and wider community.
- Develops the overall budget for the camp and stewards sound financial management.
- Raises funds through a variety of methods, including, but not limited to, donations, gifts in kind and grants.
- Directly supervises specific staff roles, including, but not limited to Operations, Marketing and Communications, Year-round and Summer Camp Directors.
- Ensures all staff and volunteers understand their roles and are able to perform them to the best of their abilities, in line with best workplace practices.
- Fosters a spirit of creativity and innovation for all programs and initiatives.
- Engages in the wider InterVarsity staff community to share and discover resources that will help us accomplish our five aims.
- Serves on InterVarsity's National Leadership Council.

## Program

- Equips and encourages staff and volunteers so they can provide strong, well-executed programs appropriate to the changing needs of those we serve.
- Ensures the provision of safe and adequate equipment for horses, program and facilities.
- Ensures all staff and volunteers have excellent training for the well-being, safety, engagement and enjoyment of all program participants.

### **Property, Facilities and Operations**

- Provides on-site leadership for day-to-day camp operations.
- Supervises and supports the site staff to ensure that site priorities are being met and that the camp is in full compliance with provincial camping standards and relevant health and safety standards
- Works with the camp staff, volunteers and InterVarsity Vice-President of Camps, to develop and execute short and long-term site renewal plans.

### **Financial Management**

- Develops and manages annual operating and capital budgets, in collaboration with the camp team, InterVarsity Vice-President of Camps and Finance team.
- Adheres to InterVarsity policies for all expenditures and seeks guidance from the Vice-President, Camps, for major projects.
- Develops a fundraising plan to augment camper, retreat and rental revenues.
- Works collaboratively with InterVarsity's National Director of Ministry Partnership to build relationships with donors and engage in fundraising initiatives to ensure the ongoing financial viability and sustainability of the camp's ministry.
- Develops a group of ministry partners who will support the General Director role with prayer, encouragement and financial gifts.
- Ensures all staff members have a team of ministry partners providing prayer, encouragement and financial support for their roles.

### **Staffing**

- Together with the leadership team, develops a plan to recruit, hire and train all camp staff and volunteers.
- Guides members of the staff team through appropriate goal setting and provides feedback in line with the stated priorities and goals for the year.
- Works collaboratively with InterVarsity's Human Resource team to ensure compliance with government regulations and best practices for employee care and support.
- Ensures all staff have professional development plans in line with InterVarsity's goals to see staff flourish and serve with excellence.
- Stewards succession planning for key camp positions.
- Ensures good communication with staff regarding ongoing priorities, expectations, plans, decisions, issues, and behaviors.
- Delegates authority with appropriate accountability.

### **Marketing and Communication**

- Works collaboratively with InterVarsity's Director of Communications and Marketing and the Vice-President of Camps, to develop and execute short and long-term communications and marketing plans.
- Works with the staff team and other key InterVarsity staff, to develop recruitment strategies for all camp programs.
- Equips the staff team so they can be involved in a variety of marketing, speaking, fundraising, and networking opportunities to grow all areas of the camp ministry.

### **Expectations, Experience and Education**

- Personal relationship with Jesus Christ and evidence of a growing relationship with God.
- Depth of Biblical knowledge and commitment to applying its truth to all of life.
- Sense of calling to InterVarsity ministries, particularly this role.
- Engagement with the wider Church through involvement in a local fellowship.
- Prior experience in the delivery of basic pastoral care.
- Minimum of five years' experience managing people, preferably in a camp environment.

- Post-Secondary degree in related field preferred.
- Strong oral and written communication skills.
- Well-developed team building, problem solving and conflict management skills.
- Business acumen, particularly in budget management, fiscal control, and basic accounting.
- Competent working knowledge of Microsoft Office.
- Working knowledge of property/facilities management.
- Working knowledge of marketing, promotion, and fundraising.
- Flexibility to work irregular and extended hours as required.
- Agreement InterVarsity's Statement of Belief, Code of Conduct, Risk Management and Privacy Guidelines.

#### **Key Outcomes:**

- The General Director, staff and volunteer team thrive, using gifts, experience and abilities to carry out God's calling.
- All who spend time at camp encounter God's love, discover Jesus and grow in faith.
- Young leaders are developed and use their gifts to God's glory.
- Camp grows year over year in the number of people we are reaching, the kinds of programs we offer and the way the site is developed.
- Evidence of InterVarsity's five aims are at work in the lives of those we serve.
- InterVarsity's high school, university and workplace ministries intersect with camp in ways that help serve young people through key life transitions.
- Finances are healthy, supporting current work and future growth.
- There is a growing network of families, alumni and other stakeholders who support camp financially, prayerfully and with volunteer time.

#### **Application Process**

Interested applicants are invited to email a résumé and cover letter to: [humanresources@ivcf.ca](mailto:humanresources@ivcf.ca)

The position is available immediately and the search will remain open until the position is filled.

Employment is conditional upon a clear police reference check.

The successful candidate must be able to submit to InterVarsity's Code of Conduct and Statement of Faith.

We thank all applicants for their interest; however, only those candidates selected to move forward in the recruitment process will be contacted. No agencies please.