

Organization

Name of Contact: Mattias Morrison
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Job Title & Description

Title: Executive Director

Description:

Zao Outdoor Ministries is a registered non-profit society and camp ministry of the Canadian Baptists of Western Canada (CBWC). Formed in 2013, Zao has been delivering high quality, experiential wilderness and outdoor recreation programs since 2014. These programs serve our mission to: encourage all people to experience Jesus Christ through the outdoors, accomplished through skills acquisition, spiritual transformation, and servant leadership.

The Executive Director (ED) is the front-line contact person for the public, for CBWC stakeholders, and for Zao's growing network of partners including schools and other camp ministries. The ED is responsible for all aspects of Zao's ministry programs and administration through either direct delivery or in a supervisory role.

Additionally, the ED will spend much of his/her time engaging with CBWC churches and members through in-person presentations and regular communication. The ED reports to the Zao Board, whose directors provide governance structure, direction for the organization, and supervision to the ED. The Zao Board of Directors are accountable to the CBWC.

Zao has used pop-up base camps in Campbell River, however this ED position could be delivered from other locations on Vancouver Island. This position is full time for the summer season.

Specific Accountabilities and Deliverables:

- Administrative and/or direct supervision (depending on your qualifications) of part-time or seasonal guide staff and volunteers, including managing contracts;
- Coordinates ministry programming as required;
- Collaborates and continues healthy partnerships with other camp ministries;
- Builds relationships with existing and new stakeholders, especially within the CBWC (churches, pastors, potential board members, other ministries);
- Assesses, monitors, maintains equipment and assets;
- Reports regularly to Zao Board of Directors and attends board meetings;
- Coordinates, supervises and monitors camp programs and ensures compliance with established policy, guidelines and guide's scope of practice;
- Maintains administrative office records including accounting and invoices;
- Updates and maintains website and social media accounts; and
- Performs other ministry-related duties as required & as requested by the board of directors.

Character Qualities:

You follow and serve Christ actively, and you can demonstrate evidence of spiritual growth in your life.

You have a passion for camp ministry and Zao's mission.

You are a leader, and can demonstrate growth in your leadership competencies.

You have demonstrated an ability to develop and maintain healthy, trust-based relationships in your professional and personal life.

You are an effective communicator with good verbal, written and presentation skills.

You have an ability to lead and instruct others, with evidence of teamwork and cooperation competencies.

You have an ability to deliberately build long-term relationships with stakeholders.

You can demonstrate skills related to planning, organizing and coordinating complex plans to achieve organizational goals.

You have a history of exercising good judgement and decision-making skills, especially in times of elevated stress.

You have an ability to develop others, helping them establish and achieve goals.

You are familiar and proficient with using social media platforms and presentation software.

Required Experience:

Undergraduate degree in related field plus one year of related experience; OR
2 years undergraduate study in related field plus two years of related experience; OR
Minimum five years of related experience without formal education.

Related education and experience includes:

direct work with people in a ministry setting;
leading and managing a team for Gospel-centered purpose;
experience/education in program management and administration.

Preference may be given to candidates with experience or education in:

youth leadership
outdoor leadership
camp management
communication

Seasonal/Year-Around: Year-Around

Full time or Part Time: Could be Part Time or Full Time depending on the candidate

Start Date: Sep 15, 2017

Type of Position: Paid

Minimum Age: 22

College Degree Req'd: No

Application Form

Web Address for Online Application Form: <http://www.zaoministries.org/join-us/>

Resume or CV Required with Application: Yes

Application Deadline: Aug 15, 2017

Links to this Organization

Website: <http://www.zaoministries.org/whywilderness-1/>

Vimeo: <https://player.vimeo.com/video/194587139>

