

Recruitment and Discipleship Manager

Job Description

One Hope Canada - Ness Lake Bible Camp

Position Title:	Recruitment and Discipleship Manager
Reports To:	Operations Director
Positions Supervised:	Seasonal-Summer Team Coordinators, Head LIT Coordinator and other Summer Missionaries
Remuneration:	Annual wage of \$45,000-\$50,000 with onsite housing option This position fundraises a portion of their wage.
Hours:	40 hours / week typically
Holidays:	Determined in the Memorandum of Understanding

Organizational Objectives and Overview

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to sign and agree with a Statement of Affirmation annually.

One Hope Canada exists to present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church.

Ness Lake Bible Camp exists to glorify God by making Jesus Christ known by word and deed through camping and conference programs.

A. General Outline:

This is a highly relational position and is often the first and main contact for those who we hope will serve at the camp or guests who want to find Church programs year round. The role is aimed primarily at high school and young adult ages for recruitment and all ages for Church follow up. This position requires the person to work at camp as well as in the city of Prince George and surrounding areas with a few weeks a year traveling to Bible Colleges. Excellent interpersonal and organizational skills are required.

The recruitment responsibilities are to find and manage volunteers, seasonal team and summer team members for NLBC events and Guest Groups. Team members on contracts over 4 months

are handled by the Operations or Executive Director. This role will also increase the retention of volunteers, seasonal team and summer team members by fostering a positive sense of community. Engaging new team by reaching into the local Christian community with the goal of creating interest in applying skills, passion and giftings to the needs of NLBC Events and Guest Groups. Innovating and implementing admin structures and tools that pertain to volunteers, seasonal team and summer members for NLBC Events and Guest Groups. Working under the Operations Director as a lead and driving force of the recruitment team.

The discipleship responsibilities include connecting campers and guests to local churches and ministries that meet their needs. This person is encouraged to connect with the various ministry groups, para-church and churches in the city of Prince George and surrounding area to act as an encouragement and support to those ministries while also building new connections for recruitment. The goal is to support and not run these ministries. Leading the Summer Team Coordinators and a large portion of the Summer Team through the spring and summer. Overseeing of the Leader In Training program, culture, and applications.

SCOPE OF RESPONSIBILITIES

RECRUITMENT

Responsible for meeting hiring/acceptance goals by filling open positions with talented and qualified candidates. Generally responsible for the full life cycle of the recruiting process. This entails sourcing and screening candidates, coordinating the interview process, and facilitating offers and employment negotiations for those with a 4 month and less contract, all while ensuring candidates have a pleasant experience.

- Finding volunteers for Year Round Events in coordination with the appropriate department head.
- Ensuring all volunteers are processed (intake forms, waivers, parental permission etc) and trained properly.
- Chair the recruitment committee that exists for accepting and gathering Summer Team and Spring Crew.
- Ensure that the recruitment manual is followed, improved upon and updated
- Ensuring that our recruiting is based on discipling relationships and not just transactional relationships.
- Keeping and developing a database for our volunteers (adding campers who can graduate to volunteering, LITs becoming summer team etc).
- Ensure all screening, hiring, and selection of Summer team and volunteers is done in accordance with employment laws and regulations.

- Build applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, churches, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport.
- Improves organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and perks.
- Attend the various in town and out of town recruitment events such as Camp Days, job fairs and missions events. This typically has a person on the road for 2-4 weeks a year.

YEAR ROUND SEASON (SEPTEMBER – JUNE)

- Represent NLBC well in connection with parents in response to camper requests for further contact and ministry involvement (post summer).
- Engage and help support ministry groups each week (this may vary as God leads).
- Attend various NLBC year round events (camps) and provide support as required.
- Work in conjunction with NLBC Staff to promote and be involved in local ministries and NLBC initiatives (as developed) at camp or in the city.
- Create events to help support and follow-up with the summer team members. Initiatives (as developed) at camp or in the city.
- Submit reports monthly through the Executive Director as board reports. Highlight time spent and connections made and how God is working in your life and ministry.
- Provide suggestions to the Executive Director regarding Policy and/or budget decisions.
- Provide suggestions about summer camp program involvement to the Program Director.
- Establish a follow-up program for the summer team members in conjunction with the recruitment team with the approval of the Operations Director.
- Complete tasks from the Annual Completion Deadline Chart list in a timely manner, and add tasks as necessary.
- Be familiar with the contents of your department's manuals and guiding documents, and make sure they are accurate and up to date.
- Understand, give input into and implement the long range plan as determined by the Board and Director.

SUMMER CAMP SEASON (JULY – AUGUST)

- You are to interact and build relationships with campers, LIT program, and summer team members.

- Invite campers to follow up programs or church events that match well with age and need.
- Provide support, training, and review to your direct reports (being the Head LIT Coordinator and Summer Team Coordinators).
- Be available during the closing chapel to be introduced to parents and campers about potential follow-up conversations.
- Help cabin leaders to connect with campers they have chosen to follow up with by the end of September. Include safety protocols when meeting with campers.
- Training, intake, sorting and oversight of the One Hope Canada required follow up forms/church connection forms
- Training, intake, sorting, auditing and oversight of the Ness Lake Bible Camp follow up letters that are sent to campers in the winter

B. Personnel

- Provide positive, professional, and effective leadership for all employees and volunteers.
- Participate in professional or spiritual development courses, seminars, or conferences as directed by or approved by the Executive Director or Operations Director.
- Be a consistent example of Christian commitment and enthusiasm.
- Attend staff meetings (including Board Advances) upon invitation of the Executive Director.
- Requests for time off or holidays are to be submitted in advance to the Operations Director or Executive Director for approval.
- Follow and support all NLBC policies.

C. Relationships

- Build and maintain positive relationships on and off the property with all contacts, both personal and professional as an ambassador of Christ.
- Build and maintain a prominent and positive profile for NLBC in all spheres of the local community.
- Coordinate with the Operations Director and other staff to ensure that tasks are being performed to standards, in proper priority, in a timely manner, and in harmony with the rest of the camp operation.
- Communicate and cooperate with other Staff to ensure harmonious relationships and an effective work environment, to form a team which maximizes the effectiveness of all human resources.

- Be a positive spiritual leader and example to those you work with and serve.

Job Requirements

- Follower of Christ
- Passion for the Gospel
- A mature and growing Christian committed to living a life of holiness.
- Promote spiritual growth in fellow staff, volunteers, and others using camp.
- Agrees with the One Hope Canada Statement of Affirmation, Articles of Faith and Doctrine, Code of Conduct, and the NLBC Mission Statement.
- Have a heart for Christian Camping and specifically the mission of NLBC.
- Possess strong relational skills and demonstrate a love for people.
- A problem solver.
- Have a proven track record in dealing with people in a variety of settings.
- A team player, committed to helping others succeed. Proven supervisory skills required.
- Takes initiative – a ‘self-starter’. Focused and organized.
- Good oral and written communication skills.
- Good administration and organizational skills.
- Must provide a clean RCMP Criminal Record Check annually.
- Demonstrate a positive and self-sacrificing attitude in fulfilling responsibilities.
- Be able to work flexible hours (including weekends and evenings) and to accommodate their schedule to seasonal demands.
- Have an excellent general knowledge of camp (history, facility, program options, scheduling, etc.).

This job description is not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be assigned.

I have read the above job description and completely understand it, and I believe that I can perform the job as outlined.

Position being filled by (Printed Name) _____

New Staff Member’s Signature: _____ Date: _____

Executive Director’s Signature: _____ Date: _____