

Calumet Lutheran Ministries
Job Description

Together we say YES to God's abundant life:
Growing in faith, Inspiring service, Caring for each other and all creation

Title: Associate Executive Director
FLSA Status: Exempt
Salary Range \$75,000 - \$85,000

Revised: March 2024
Reports to: Executive Director/President

Employer Overview: Lutheran Outdoor Ministries of New England dba Calumet Lutheran Ministries is the camp and retreat center for the New England Synod of the Evangelical Lutheran Church in America. We are an inviting and accepting community that offers a safe space for reflection, renewal, education and training to all who visit here. God's mission of restoration and reconciliation is central to Calumet's work which, at its best, is done with an eye towards encouraging creativity, a sense of adventure, and opportunities for our guests to explore. We offer programs for all ages, for groups of all sizes, and throughout all seasons.

Position Overview: The Associate Executive Director provides mission-based leadership to staff and programs, fostering a culture of equity, inclusion and belonging. They work closely with the Executive Director/President and Camp Directors in providing strategic leadership and overseeing day to day business operations to ensure exceptional program quality and service, sustained stakeholder satisfaction, a positive staff experience and engagement, operational efficiency, and strong financial results. The Associate Executive Director is involved in all aspects of Calumet Lutheran Ministries operational framework – on-site and community programs, camp, operations, and finance, with direct supervisory responsibility for specific departments, operational priorities, and programs.

General Organizational Responsibilities: 15%

- Understand and support the mission, values, and policies of Calumet Lutheran Ministries
- Collaborate with Directors and camp leadership in maintaining a culture of belonging that values diversity, equity and inclusion, where participants feel accepted as their authentic selves while core values guide how we work to deliver an experience unique to Calumet
- Promotes inclusion and belonging, a growth mindset for staff and campers that nurtures joy, and cultivates an understanding of our interconnectedness
- Collaborate with the other Directors to plan, develop, communicate and oversee camp operating policies and procedures that support risk management, health & safety, and responsible use of Calumet resources
- Involved with NH Camp Directors, Lutheran Outdoor Ministries (LOM), American Camping Association (ACA) and other appropriate professional organizations including training events
- Support, attend, and participate in Lutheran Outdoor Ministries of New England Board meetings

Administrative Responsibilities: 10%

- Collaborate with the Executive Director in providing strategic leadership of financial systems, and policies. Actively participate in the development of the annual operating budget
- Collaborate with the Executive Director to ensure Calumet's policies, procedures, and systems are in line with the mission and values of the organization, and protect participants, staff, volunteers, and Calumet Lutheran Ministries. Ensure they are communicated, implemented, and practiced in all aspects of the organization
- Provide Risk Management leadership to support the safety of program participants, staff, families, and volunteers, as well as the resources of Calumet Lutheran Ministries
- Help to provide leadership in development of capital project priorities and master planning
- Chair the staff Safety Committee, facilitating regular meetings in line with state licensing requirements. Work with staff to ensure completion of reports, review submitted incident reports to ensure prevention strategies are implemented
- Collaborate with staff to provide leadership with organizational emergency/crisis response

Operational & Staffing Responsibilities: 75%

- Coordinate development, promotion, and implementation of new year-round programs and initiatives which enhance the effectiveness of Calumet as a resource for the congregations of the New England Synod while continuing the planning and implementation of existing year-round-programs
- Host retreat groups seeking to make all feel welcomed, and meet the needs of guests
- Provide leadership to ensure program compliance with state licensing, industry accreditation and best practices
- Purchase supplies and equipment necessary for the safe and efficient operation of Family and Adult programs
- Active involvement with staff, volunteers, families, campers and participants to deliver an experience unique to Calumet, serving as a senior resource in resolving conflicts and/or addressing concerns
- Coordinate community worship at Calumet
- Embrace a commitment to Diversity, Equity, Inclusion & Belonging in all aspects of Calumet Lutheran Ministries – staff teams, supervision, management, programs, policies & systems
- Provide leadership and direction to Year-round Family and Adult programming staff and Food Service including annual written performance reviews for all direct reports
- Train, hire, and supervise all personnel, both volunteer and paid, who work in Family and Adult programs and Calumet's Day Camp programs during the summer months

Qualifications:

- Demonstrated excellence in retreat leadership as well as in the area of guest hospitality
- Demonstrated leadership and organizational skills
- Team-oriented attitude with the ability to relate well to others
- Ability to actively mentor staff
- Four years of administrative or supervisory experience
- Ability to meet State of New Hampshire licensing and ACA Standards
- Ability to exercise independent thinking when preparing and implementing programs and recruiting staff
- Familiarity with Evangelical Lutheran Church in America Lutheran worship
- Pass state and national background check
- Bachelor's degree preferred
- Valid driver's license

Compensation and Benefits: Health, dental, and vision insurance, 12% retirement contribution with or without employee match, paid time off, and professional development. Compensation commensurate with experience.

How to Apply: Candidates must include a resume, two letters of reference, and a cover letter that describes how their qualifications and experience match the needs and mission of Calumet Lutheran Ministries. Please send completed application packet to:

Associate Executive Director Search
 Attn Karl Ogren, Executive Director
 Calumet Lutheran Ministries
 PO Box 236
 West Ossipee, NH 03890

Or, email to: Karl@calumet.org

Applications will be accepted until April 6th. or until the position is filled www.Calumet.org

Calumet is an equal opportunity employer (EOE). All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, disability, sexual orientation, age, sex, gender identity, or veteran's status.

Calumet is committed to providing a safe and inclusive environment where all participants, campers, families and staff can discover and be themselves. Through leadership, training and program development, we strive to be inclusive and to promote equity and opportunity for all individuals. All Calumet staff commit to working in support of these goals.