

Job Description

Job Title: Camp Director

Department: Camp Hope

Supervisor: President of the BC Conference

Location: Hope, BC

Wage Range (annual): \$69,864.48 – \$81,910.08

Category: Full-time, exempt

Application deadline: January 15, 2026

Start Date: July 2026

ORGANIZATION OVERVIEW: Seventh-day Adventist Church British Columbia Conference serves as the administrative headquarters for the SDA Church throughout British Columbia and the Yukon. With a mission to *Learn, Love, and Live*, the Conference supports a network of churches, schools, ministries, campgrounds, and community programs while providing leadership in areas including education, youth ministry, family life, health, communication, church ministries, and planned giving. Through its diverse departments and ministries, the Conference is committed to evangelism, fostering spiritual growth, community outreach, and meaningful service across the region.

POSITION SUMMARY: The Camp Director is responsible for the overall leadership, management, and operation of Camp Hope, ensuring a safe, spiritually uplifting, thriving, and engaging environment for campers, guests, and Staff. This position oversees program development, Staff supervision, facility management, financial management, and community relations – in alignment with the mission, values, teachings, and practices of the SDA Church. The Camp Director serves as both an administrative leader and a spiritual role model, fostering a Christ-centered culture throughout camp life and ministry.

KEY RESPONSIBILITIES:

Church Relationship & Ministry

- Participate in and lead daily worship and prayers for Camp Hope employees and Conference employees (when present at the BC Conference Office)
- Answer inquiries and offer prayer support to callers, church members, and community contacts, as needed
- Represent the BC Conference at speaking engagements, presentations, and in publications
- Model the lifestyle and principles of the SDA faith both on and off duty as a representative of the Church's ministry
- Provide Christ-centered leadership to campers, guests, and Staff through worship, mentorship, and personal example

Program Development and Implementation

- Design, implement, and evaluate camp programs that promote spiritual growth, recreation, and community engagement
- Ensure that all camp activities, programs, and policies consistently align with SDA principles and values, and foster personal and spiritual development among participants
- Develop RV and camping site destination

Staff Management

- Recruit, onboard, train, lead, coach, and supervise all Camp Staff in collaboration with the BC Conference Administration, HR, and relevant department heads
- Collaborate closely with the Lodge Manager, Food Services Director, Housekeeping Supervisor, and other team leaders to ensure cohesive operations and team morale and to encourage teamwork and spiritually supportive culture among Staff members

Facility Management

- Oversee maintenance, safety, upkeep, and overall condition of camp facilities and grounds
- Coordinate volunteer work bees (e.g., Maranatha International Volunteers) and organize contractor bids for projects
- Procure equipment and supplies responsibly, seeking cost-effective solutions and donated materials where possible
- Oversee the maintenance of camp services maps
- Coordinate with the Youth Camp for maintenance and other related purposes

Financial Management

- Develop and manage the annual camp budget in coordination with the BC Conference Treasurer
- Monitor expenses, ensure financial accountability, and submit weekly financial reports
- Support fundraising initiatives and donor relations to strengthen the camp's financial health

Safety and Risk Management

- Implement and enforce safety policies, emergency procedures, and child protection protocols
- Work closely with BC Conference Risk Management to address safety issues and compliance requirements

Community Engagement

- Foster positive relationships with campers, guests, Staff, and community stakeholders
- Represent Camp Hope in local churches and community events to enhance visibility and outreach
- Maintain respectful and collaborative relationships with the Chawathil First Nation community
- Update and maintain Camp Hope social media presence and write promotional posts/articles

Administrative Duties

- Manage administrative functions, including record-keeping, communication, and reporting to BC Conference leadership and the Camp Hope Board
- Coordinate with Staff on maintenance, annual projects, and operational logistics
- Support BC Conference in planning for Camp Meeting, retreats, and other events
- Address and resolve guest or stakeholder complaints professionally and in alignment with the Church values

Other duties as assigned by the BC Conference Administration.

COMMITTEE MEMBERSHIPS

- Camp Hope Committee (Secretary)
- Camp Meeting Committee (Member)

JOB QUALIFICATIONS:

- Active member of the Seventh-day Adventist Church in good and regular standing
- Undergraduate degree or equivalent combination of education and related experience
- Work experience in Christian camping, retreat operations, or related ministry environments
- Deep understanding of Adventist Youth and Camp Ministries philosophy and objectives
- Proven leadership, relationship-building, coaching, and networking skills with Staff, volunteers, and community stakeholders
- Excellent written and verbal communication and presentation skills in English
- Strong writing and reporting abilities for correspondence, publications, and promotional materials
- Demonstrated ability to manage technical, operational, and financial details effectively and responsibly
- Strong organizational, management, supervisory, problem-solving, and decision-making skills
- Ability to work effectively with diverse individuals and groups
- Committed to quality, continuous improvement, and customer service excellence
- Computer skills and proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) or Google Workspace, calendar management and scheduling, video conferencing platforms, and standard office equipment
- Legally able to work in Canada
- Must reside at Camp Hope
- Valid BC driver's license
- Additional language abilities to engage with significant cultural communities, including Indigenous cultural awareness, is a nice-to-have asset

POSITION CONSIDERATIONS:

Job description continuous review: This job description outlines the general nature and level of work for this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required for this position. It will be reviewed on a regular basis, and the adjustments may be made at the organization's discretion to meet operational needs of the BC SDA Conference.

Performance review: An initial performance review will typically be conducted after the first three months in the position, followed by regular performance reviews required for all employees thereafter.

Employment benefits: BC Conference strives to provide employees and their families with a comprehensive benefits package comprising of the medical, dental, disability, and retirement benefits, as well as the entitlement to paid time off and flexible leave policies.

Terms and conditions of employment: The terms and conditions shall be outlined in the Employment Agreement/Contract in conjunction with the BC Conference Employee Handbook (as amended from time

to time), the contents of which form part of the employee's obligations. Employment Agreement and the BC Conference Employee Handbook are aligned with the applicable local employment standards legislation, and regulations, as well as the practices and policies defined by the SDACC.

Physical requirements and working conditions: The position requires strong visual and communication skills, both oral and written, along with the ability to travel locally and long distances. The role involves working standard full-time business hours (maximum 38 hours per week), with occasional evening/weekend hours for meetings and special events. Work is mostly performed in a standard office environment, with regular use of computer and communication technology, as well as in outdoor settings, as needed. Physical activities such as standing, walking, bending, kneeling, and carrying items are required.

Vulnerable sector background check: Consistent with our policies, the successful candidate must provide a police background check, including vulnerable sector screening.

APPLICATION PROCESS: Interested candidates should submit resume, cover letter, and references to the HR Department of the BC Conference (sstamenkovic@bcadventist.ca).