

**TWIN LAKES CAMP AND CONFERENCE CENTER
JOB DESCRIPTION**

POSITION: Executive Director

SUPERVISED BY: Twin Lakes Board of Trustees

Twin Lakes is a ministry of First Presbyterian Church of Jackson, MS (Presbyterian Church in America). The Twin Lakes Board of Trustees is under the authority of and reports to the Session of First Presbyterian Church.

The position of Executive Director shall function under the authority and direction of the Twin Lakes Board of Trustees. It shall be the responsibility of the Executive Director to attend all board meetings. The Executive Director shall receive guidance and oversight from the chairpersons of the various committees of the Board on matters pertaining to each committee's responsibility.

PURPOSE:

The Executive Director shall be responsible for Twin Lakes operations, maintenance, programs, personnel, and finances, subject to the oversight of the Board of Trustees. The Executive Director shall participate actively, not only as an administrator and planner, but as a worker when feasible in all phases of Twin Lakes operations so he might identify and relate to the various problems and possible solutions required in the day-to-day management. It shall be his responsibility to originate plans for new ventures that will enhance the ministry and long term financial stability of Twin Lakes.

The Executive Director shall also set and direct the spiritual quality of all programs at Twin Lakes through personal example, prayer, direction, guidance, and his God-given skills and expertise.

PRIMARY RESPONSIBILITIES:

The Executive Director shall be responsible for the development of Twin Lakes. This development shall consist of but not be limited to the following:

- A. Promotional Development - Seek out and develop promotional opportunities which shall include but not be limited to newsletters, promotional media, and print materials to enhance the ministry of the Conference Center to the general public, businesses, presbyteries, and local churches.
- B. Oversight of Program Development –Give oversight to staff primarily responsible for summer camp program and the conference season.
- C. Facilities development - Work on long-range facility and maintenance expansion under the direction of the Board.
- D. Financial Oversight
 - 1. Have overall responsibility for all fiscal management. This shall include overall responsibility for the financial affairs of Twin Lakes, monitoring weekly receipts,

the preparation of the monthly financial statement, and preparing the proposed annual budget in connection with the Finance Committee of the Board and Director of Accounting at First Presbyterian Church.

2. Promote and coordinate general fund raising through gifts, memorial, and estate planning as directed by the Board of Trustees.

E. Personal and Team Character Development

1. Personal Character Development – Pursue personal godliness, be a good example of Christian manhood at home and work.
2. Team Character Development – Prioritize building a healthy team with godly character.
3. Coordinate with FPC staff in order to foster cooperation and collaboration and maintain hiring practices of Ministry Safe.

F. Personnel Development – the Executive Director shall have responsibilities of management in the area of personnel. These responsibilities shall include the following:

1. Give direction and supervision to all employees and delegate responsibilities and authority when appropriate. Report performance, effectiveness, and activities of all employees to the Board annually.
2. Oversee the development, establishment, and implementation of working rules, policies, and procedures.
3. Make recommendations to the Board of Trustees for the hiring of all full-time employees.
4. Oversee the hiring of all part-time employees necessary for food services, cleaning and maintenance of the facilities and grounds.