



Stayner Camp & Christian Retreat Centre is seeking a full-time Managing Director!

Are you passionate about Christian camping? Do you have at least 3 years of experience in a senior position at a Christian summer camp and retreat centre (or equivalent)?

Are you interested in being part of a vibrant Christian retreat centre and camping experience? Stayner Camp & Christian Retreat Centre (Stayner Camp) celebrated 100 years of Christian family camping this past summer.

We are seeking a dynamic and enthusiastic Managing Director to join our talented team. This is a full-time, salaried position with benefits, with a work location in Stayner, Ontario, Canada. This position requires evening and weekend work on a regular basis.

Please email your cover letter, resume and references in one document (PDF) by no later than September 30th, 2025, to the [ECM Personnel Committee](mailto:cal.knights@ecmcamps.ca) at: cal.knights@ecmcamps.ca. Only candidates selected for an interview will be contacted.

If you answered yes... then this could be just what you are looking for!

Nestled on a white pine property in the heart of the town of Stayner. Stayner is in the township of Clearview within the County of Simcoe. Stayner Camp & Christian Retreat Centre is part of Evergreen Christian Ministries, which is an Evangelical Christian not-for-profit charity which runs two camps in Ontario. Stayner Camp provides a warm and nurturing community for children, teens, adults, and seniors to discover and grow in their Christian faith.

Scope of the Position:

The Evergreen Christian Ministries (ECM) Stayner Camp Managing Director (MD) is a full-time salaried position responsible for providing or seeing that the following is accomplished: overall spiritual and administrative direction of the ECM Stayner Camp location, visionary leadership, team building, strategic planning, personnel management, facilities management, site development, fund development, public relations, fiscal responsibility and development of programs.

As the MD, you will oversee and be ultimately responsible for all ministry areas at Stayner Camp.

You are a mature follower of Christ, committed to serving ECM in a team-based ministry and with knowledge of your spiritual gifts. You have demonstrated more than one Spiritual Gift and have a willingness to be involved in various other duties. You should demonstrate initiative and professionalism with a can-do attitude.

Qualifications and Conditions of Ministry

- Born-Again relationship with Jesus Christ.
- Membership and regular church attendance at an Evangelical church.
- Have a passion for Christian camping ministries and pride in our camps.
- Annually affirm the ECM Statement of Faith and the ECM Statement of Agreement.
- Read and agree to all the required and related areas found in the Policy & Procedure manual. Such as, but not limited to: Dispute Resolution, Termination of Ministry, Lifestyle, Expense Account and Administrative Structure.

- Submit to and pass an Ontario Police check.
- Eligible to live and work in Canada.
- Willing to travel, as the job requires.
- Ability to respond quickly to changing situations.
- Ability to work flexible hours, including days, evenings, and weekends as needed.
- Live in the Stayner area.

Organizational Relationship

- The MD will report and submit to the leadership and authority of the ECM Board Of Directors (BOD).
- Attend all BOD regularly scheduled meetings.

Additional Qualifications

The following is not an all-inclusive list and will be reviewed with the MD.

- Excellent time management and written/oral English communication skills, ability to effectively manage many emails daily and balance maintaining a presence around the retreat with limited supervision
- Comfortable and proficient in a computer environment using applications such as Word, Excel, PowerPoint and QuickBooks (accounting software).
- Strong administration and technical skills, an aptitude for technical learning and the ability to perform and supervise all basic maintenance tasks around the camp
- An energetic, enthusiastic, and visionary leader with well-developed interpersonal and relationship-building skills; ability to establish rapport and excellent communication with members, staff, volunteers, and clients.
- Knowledge in human resource practices, including recruitment and selection, job evaluation, training and terminations
- Ability to maintain appropriate confidentiality
- Strong relational integrity, conflict resolution, negotiation and liaison skills. Ability to bring out the best in others and act as a role model to staff members
- Demonstrated vision, creativity and imagination
- Willingness to reside on site during designated camps (if required)
- Experience in program development
- Knowledge of the principles of strategic planning and implementation
- Knowledge of financial management, including budgeting, cost control and fundraising, etc.
- Knowledge of relevant health, safety and legal compliance
- Knowledge of marketing and promotion
- Knowledge of bookkeeping and accounting principles
- Must be able to stand, sit, and walk for long periods of time
- The work environment is an outdoor camp environment, which means you will spend time outdoors with the ability to lift up to 22kg (50 pounds).
- Proficient in public speaking and the ability to develop professional-quality presentations to be presented in churches and organizations that have an interest in the camping ministry of ECM
- Standard First Aid and CPR

Day-to-Day Operations

- Respond to all forms of communication: e-mail, mail, and telephone, in a timely manner

- Collaborate with the camp staff to improve programs for guests, including application/brochure materials, daily schedules, registration, and policies.
- Coordinate camper and camp staff-related paperwork.
- Maintain a variety of files and forms for the purpose of documenting and/or providing reliable information relative to camper and staff records.
- Maintain & manage the camp databases, including updating contact information.
- Prepare and organize workshops and events for staff training.

Community, Relationships & Human Resources

- Ensure that the camp schedule, Staff, Facilities, Grounds, and camp policies, rules, regulations, and emergency procedures are ready before the start of each camping season.
- Ensure compliance with all ECM policies, reporting requirements and procedures.
- Hiring of all required ministry staff for family and kids camps, which may include but not be limited to: Program leaders, Maintenance, Seasonal Maintenance staff, Kitchen staff, Office staff, and any other staff necessary.
- Oversee the recruitment, hiring, training, supervision, and evaluation of paid and volunteer staff and, in consultation with the BOD, termination of staff when necessary.
- Assess and manage all staffing needs.
- Participate in annual paid and volunteer staff evaluation.
- Ensure the creation, review and maintenance of all paid and volunteer staff job descriptions.
- Ensure that all paid and volunteer staff understand their role and responsibility.
- Facilitate regular contact with Evangelical Missionary Church of Canada (EMCC) and other evangelical churches in Ontario and with the regional and national networks of camping ministries in the EMCC.
- Maintain a cooperative team spirit with paid staff, ministry leaders and volunteers.
- Maintain high-quality relationships with donors, constituents and vendors.
- Personal discretion concerning information of camp life and ministry is shared in the normal flow of staff relations and shared in confidence.
- Perform camp and program evaluations in conjunction with the Program team leaders regarding improvements for any subsequent camps.

Program Development

- Ensure and confirm the booking of all family camp speakers, worship leaders and music groups.
- Facilitate program development that would include creating/reviewing schedules for each program
- Ensure communication with all volunteer and paid staff regarding requirements and expectations.
- Ensure the review and evaluation of all camp programs.
- Regular communication with Family Camp Director regarding programming and opportunities for growth
- Regular communication with Kids Camp Coordinator regarding programming and opportunities for growth
- Regular analysis of events to ensure they are within the vision/mission of ECM, and to ensure they are meeting the needs of the local community

- Host regular meetings with staff to ensure staff have an opportunity to vision together and express concerns
- Participate in Fundraising/Promotions Committee Meetings

Finance

- Participate in required Finance Committee meetings
- Monthly review of P&L statement with Finance Manager
- Develop, present and manage the annual budget in consultation with the ministry teams, finance committee and BOD in accordance with ECM policies and procedures.
- Manage the business operations and administer the budget.

Property, Safety and Legal Compliance

- In conjunction with the Insurance Committee, ensure an annual review of property and liability insurance coverage and assure adequacy and compliance.
- Administer and annually review the operations of the camping programs, facilities, and grounds to comply with all applicable safety and legal requirements, including best practices and procedures.
- Administer the operation of the camp's programs, facilities, and grounds to manage risks and attempt to ensure the safety and well-being of the camp guests and staff.
- Provide for crisis management and emergency procedures.
- Facilitate the creation, review and maintenance of the Policy & Procedure Manual.
- Ensure that the Camp facilities and grounds are maintained and operated in a safe, sanitary, clean, and aesthetically pleasing manner.
- Ensure that Camp equipment is regularly serviced and maintained in good operating condition.
- Facilitate the development and maintenance of a detailed site map of the campgrounds, facilities and systems (gas, sewer, water, and electric).
- Facilitate the review and updating of the facilities and property manual, to include detailed records on the maintenance and structure of each camp facility and detailed records on major Camp property (vehicles, tractors, freezer, cooler, etc.).
- Participate in visioning for capital improvements in consultation with the BOD and the Stayner Property Committee.

Marketing

Participate in the development of a Stayner marketing plan in cooperation with the ECM Promotions Committee and the BOD.

- Facilitate the promotion of ECM camping to local congregations and at EMCC events.
- Facilitate the promotion of ECM camps to entities beyond the EMCC.
- Facilitate the promotion of the Stayner Camp facility as a year-round destination and retreat center.

Professional Development

- Stay current with camping, Christian education, and youth ministry trends.
- Take advantage of training to improve the camp facility and programs.
- Participate in denominational, ecumenical, and professional camping networks.
- Ensure that all full-time staff have their own professional development plans and assist with creating those plans as required