

Executive Director /CEO

Lions Visually Impaired Camp, INC
DBA Lions Bear Lake Camp

Compensation - \$50,000 - \$75,000 a year

Position Description: Reporting directly to the Board of Directors, the Executive Director serves as the Chief Executive Officer. Responsible for the overall operations, including but not limited to – Planning, Policy Development, Financial Management, Fund Raising, Marketing and Promotions, fulfilling our mission and expanding our program services.

Position requirements:

Lions Bear Lake Camp seeks a motivated and dynamic individual whom is passionate and enthusiastic who can work and motivate effectively.

The applicant must be compelling and effective at public speaking and a strong initiative are mandatory to succeed.

This position requires attendance at a wide variety of meetings, seminars, professional organizations, and community events held both day and evenings and occasionally on weekends.

We require 3-5 years of management experience in business, recreation or nonprofit organizations. bachelor or advanced degree in special needs, outdoor recreation, or nonprofit organizations preferred.

Successful Grant Writing experience would be helpful in this position.

Certified Nonprofit Professional (CNP) preferred

Primary Focus:

Financial Management – Responsible for preparation of annual budget in conjunction with Finance Chairman, with final approval from the Board of Directors. Manage Finances and approve expenditures within approved budget guidelines. Duties will include generating revenue, sponsorships and growth of fundraising activities.

Public Relations – Develop and maintain professional relationships with all stakeholders. (lions clubs, foundations, special needs community, and the local Community.)

Policy and Planning –Monitor and evaluate all services provided and work with the Board of Directors to develop long term polices and plans for the future growth of the Camp. Develop and implement crisis and risk management procedures

Human Resource Management – Responsible for recruiting, hiring, training, supervision, performance management, and dismissal of all staff. (Camp Director, Challenge Course Manager, Office manager, Food Service Manager, Maintenance Manager)

Marketing and Communications - Responsible for all communications to the Board of Directors and the public. Knowledge and experience with various forms of media required.

Our Mission:

We aspire to provide premier outdoor recreation-educational experiences for persons with special needs.

Vision:

The Lions Bear Lake Camp is a proven leader in providing excellent educational and recreational services for people with special need. We advocate for children and adults with special needs along with trusted partners including Michigan Lions Clubs, private foundations, and individual donors who enable us to accomplish our mission. We endeavor to deliver camp services that are effective and life changing. We desire to grow our resources with help from other organizations; to expand programs and services; to empower campers and help them reach their full potential.

Facilities:

Bear Lake Camp is a residential camp located on 120 acres of property at 3409 N. Five Lakes Road, Lapeer, Michigan. 48446

Bear Lake Camp is State Certified and accredited (American Camping Assn.), licensed and barrier free.

Requirement for Application Process:

Please submit the application, resume and letter of interest by May 31, 2019 to tracitribley@gmail.com

Lions Bear Lake Camp

BACKGROUND CHECK AUTHORIZATION

In connection with my application for employment (including contract for service) with Lions Bear Lake Camp, I understand that investigative inquiries are to be made on myself including consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work, habits, performance and experience along with reasons for termination of past employment from previous employers. Further, I understand that you will be requesting information from various Federal, State, and other agencies that maintain records concerning my past activities relating to my driving, credit, criminal, civil, education and other experiences.

I authorize without reservation any party or agency contacted by this employer to furnish the above-mentioned information. I understand to aid in the proper identification of my file or records, the following personal identifiers, as well as other information, is necessary.

Applicant Signature _____ Date _____

Print Name _____

Alias/Maiden Name _____

Social Security Number _____ - _____ - _____

Date of Birth _____ Sex _____ Race _____

PLEASE PROVIDE 7 YEARS OF RESIDENTIAL HISTORY. USE BACK PAGE IF NECESSARY.

(1)Current Address _____

City/State/Zip Code+4 _____

(2)Previous Address _____

City/State/Zip Code+4 _____



LIONS BEAR LAKE CAMP EMPLOMENT APPLICATION

Return to: Lions Bear Lake Camp
3409 N. Five Lakes Road
Lapeer, MI 48446
(810)245-0726 V (810)245-0750 FAX

Personal

Date of Application _____

Last Name	First Name	Middle	Email Address
Current Mailing Address	City	State	Zip
Phone	Parent/Permanent Address	City	State
Permanent Phone	Zip	Sex	Please provide your T-Shirt size
Cell Phone	<input type="checkbox"/> Male <input type="checkbox"/> Female	When are you available for employment?	
What position are you applying for?	From _____ To _____		

Basic Qualifications & Job Functions

Can you perform the essential functions of the job for which you have applied with or without reasonable accommodations? Yes No

Do you meet or exceed any minimum age requirements for position applied for? Yes No

Education: High School and Beyond

Name and Location of School	Years Attended	Course of Study	Degree Granted/Date

Certifications and Skills

In the following list, please check those items in which you have experience and skills. Mark with a "C" those for which you hold current certification and attach a copy of your certification.

Business/Administration	Health/Safety	Maintenance	Food Service
<input type="checkbox"/> bookkeeping/accounting	<input type="checkbox"/> CPR	<input type="checkbox"/> auto mechanics	<input type="checkbox"/> cooking/meal preparation
<input type="checkbox"/> computer/technical	<input type="checkbox"/> first aid	<input type="checkbox"/> carpentry	<input type="checkbox"/> Food Handlers certification
<input type="checkbox"/> Computer software (list)	<input type="checkbox"/> lifeguard	<input type="checkbox"/> electrical	<input type="checkbox"/> menu planning
_____	<input type="checkbox"/> nursing	<input type="checkbox"/> plumbing	<input type="checkbox"/> sanitation
_____	_____	_____	_____
_____	_____	_____	_____

Employment Application cont'd

Work History/Experience *(List previous employers beginning with most recent)*

1	Company Name	Phone ()
	Address	Supervisor
	Employment Dates: From / / to / /	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
2	Company Name	Phone ()
	Address	Supervisor
	Employment Dates: From / / to / /	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
3	Company Name	Phone ()
	Address	Supervisor
	Employment Dates: From / / to / /	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Personal References *Give names and addresses of three people that have knowledge of your character, experience, work habits and ability. **DO NOT USE RELATIVES***

Name	Address & City	Phone

Camp Experience *Please list camps attended as campers or staff, position held, also dates.*

Answer these questions only if applying for a position requiring driving.

Do you have a valid driver's license? Yes No State _____

Do you have a current chauffeur's-type license? Yes No

Do you have a commercial driver's license? Yes No

Employment Application cont'd

Harassment

The camp's policy is to prohibit all forms of harassment by our employees. This includes sexual, racial, religious, and other forms of harassment. Have you ever been accused of harassment of any person including, but not limited to, workplace harassment? (Note: a prior accusation or conviction is not an automatic bar to employment. The type of conviction or accusation and when it occurred will be evaluated by the camp before any decision is made.)

Yes No

Explain

Criminal History

- 1. Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe. Yes No
- 2. Have you ever been arrested or investigated for, been charged with, or participated in deferred adjudication of a crime involving a minor? Yes No
- 3. Are you currently participating in a deferred adjudication program? Yes No

If you answered YES to any of the above questions, give details:

An answer of **Yes** will not automatically disqualify you from employment. The date and nature of the offense, and the position for which you are applying will be considered.

Are you legally permitted to work in this country?

Yes No

Signature

I certify that all information provided in the Application for Employment is true, correct, and complete. I understand that untrue, misleading, or omitted information herein or in other documents completed by the applicant may result in dismissal, regardless of the time of discovery by the camp.

I authorize investigation of all statements herein, including any checks of criminal records, and release the camp and all others from liability in connection with it.

I understand that, if employed, I will be an at-will employee unless there is an agreement or law, which alters that status. Furthermore, I understand that any agreement must be in writing and signed by the designated camp official. I also understand that untrue, misleading, or omitted information herein or in other documents completed by the applicant may result in dismissal, regardless of the time of discovery by the camp.

I have read, understand, and by my signature agree to the terms of these statements.

Signature

Date