



Missouri Mid-South Conference United Church of Christ

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Uniting Congregations for Ministry and Mission in Missouri, Arkansas, and Memphis, Tennessee

www.missourimidsouth.org

Job Description for Executive Director of Shannondale Outdoor Ministries

Job Summary:

The Executive Director of the Shannondale Outdoor Ministries will oversee the maintenance, financial well-being, and spiritual care of Shannondale Outdoor Ministries and will serve as a liaison to the community on behalf of the Missouri Mid-South Conference.

Essential Functions:

- Oversee Shannondale Outdoor Ministries.
- Oversee the Tree Farm and the harvest for Shannondale Outdoor Ministries.
- Manage the Shannondale Community Center as its Director.
- Work with outside groups that come throughout the year who spend time relaxing or doing mission.
- Oversee maintenance for Shannondale Outdoor Ministry's facility, grounds, and lawn care.
- Publicize the camping and mission opportunities at Shannondale Outdoor Ministries for potential guests through website and marketing oversight.
- Meet on a regular basis with the Conference Minister.
- Oversee the Shannondale Carbon Credit program with the Missouri Mid-South Conference in consultation with the Conference Minister, Conference Council Executive Committee, and Shannondale Carbon LLC Covenanted Ministries team.
- Work with the Conference Bookkeeper to ensure the financial health of Shannondale Outdoor Ministries.
- Serve as the liaison with the Shannondale Outdoor Ministries Covenanted Ministry team to implement the needs of the camp for the conference.

Core Competencies:

- **Technical Expertise**
 - Demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- **Mission Ownership**
 - Demonstrates understanding and full support of the mission, vision and values and beliefs of Shannondale Outdoor Ministries by consistently behaving in a manner congruent with them and supportive of them.

- **Initiative**
 - Demonstrates ambition for self and Shannondale Outdoor Ministries; is highly motivated; enjoys hard work; is action-oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.
- **Spiritual Maturity**
 - Shows strong personal depth and spiritual grounding; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

Benefits

- **Qualifications**
 - Knowledge and experience with timber sales for 4,000 acres
 - Knowledge and experience with the state of California Carbon Credit program
 - Experience with property management
 - Community organizing skills for Timber Lodge oversight with Shannondale community.
- **Hours and Compensation**
 - This position will be full-time (40 hours a week)
 - Compensation: Conference Guidelines, which include pension (14% of salary), medical health and life insurance.
 - Will be paid on the 15th and last day of every month.
- **Vacation and Paid Time Off**
 - The candidate will receive two (2) weeks of vacation, one (1) week of sick leave, and one (1) week of personal time off, as well as twelve (12) paid holidays per year.
- **Accountability**
 - A background check will be made as detailed in the Personnel Policies Handbook.
 - An evaluation will be conducted by the MMS Conference Minister, at least annually.
 - The processes of resignation and termination are outlined in the Personnel Policies Handbook.

For all inquiries, please submit your resume to Joyce Bathke, Personnel Chairperson of the Missouri Mid-South Conference at 483 E. Lockwood Avenue Suite 15 St. Louis, MO 63119.