

## **Applications for Executive Director of Burnamwood now being accepted!**

### **Dear Presbytery friends...**

Things are going great at Burnamwood this summer. Our numbers are up; our reviews are excellent; our work to improve Burnamwood's facilities, efficiency, and ecological balance is right on track. We are being well served by our temporary co-directors, Pete Jones and Barrett Milner, by our summer staff, and by the enthusiastic, engaged Burnamwood Board. So now we're ready for an Executive Director!

Below you'll find a brief description of the person we're looking for. If the person is ordained or ordainable, our CIF is available at the opportunity search list of the Church Leadership Connection on the PCUSA website. The job description is also available at [www.burnamwood.net](http://www.burnamwood.net). If you are interested, please call for more information or submit a resume. If you know someone you would like to recommend, call us or call that person and have him/her apply. We'd like to have someone in place this fall.

Thanks for your help, and please keep our work in your prayers.

Woody Berry, Search Committee Chair  
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### **Position Description Presbytery of Transylvania**

Executive Director of Burnamwood Camp and Conference Center  
Exempt, full-time position, elected by Presbytery

**PURPOSE:** The Executive Director of the Burnamwood Camp and Conference Center shall work to enhance the mission of the Presbytery of Transylvania by serving as administrator of the Burnamwood Camp and Conference Center, promoting the camp to the Presbytery, and developing programs for the Christian education, nurture and fellowship of members of the churches of the Presbytery of Transylvania as well as other market bases.

### **RESPONSIBILITIES:**

- Serve as administrator for the Burnamwood Camp and Conference Center.
- Develop and oversee year-round programs and facilities of the Burnamwood Camp and Conference Center, in consultation with the Burnamwood Camp and Conference Center Committee, which will provide opportunities for the Christian education, nurture and fellowship of members of the churches of the Presbytery of Transylvania.
- Oversee all camp and conference center staff.
- Develop a relationship with congregations in Transylvania Presbytery, which serves to strengthen and enrich congregational life and ministries, and to promote opportunities available at Burnamwood.
- Develop and implement a marketing strategy each year that will increase the usage of camp facilities by people of all ages. This marketing should not be limited to members of Transylvania Presbytery.

- Manage the budget, finances, and recordkeeping necessary to Burnamwood operations

**QUALIFICATIONS:**

- Training or experience in outdoor education and program development.
- Experience in supervisory/administrative role in Christian camping program.
- Administrative, management, financial, accounting and supervisory skills.
- Computer ability-word processing, spreadsheets, database management, and electronic communication, Microsoft Office.
- Administrative office experience.
- Detail-oriented.
- Able to meet deadlines.
- Ability to work as part of a staff team
- Christian faith commitment
- Communication skills
- Will have obtained certification in First Aid, Water Safety, CPR
- Willingness to obtain certification in water treatment system operation

The salary is above the Presbytery minimum. A housing allowance is provided for the director to live anywhere within the bounds of Transylvania Presbytery. The Burnamwood office is part of the Presbytery office in Lexington. A camp office and apartment on site is also provided.