



**KAA Men's Director  
Operations Department**

<b>SCHEDULE:</b>	Off Season Office Hours - Monday thru Friday, 8:30 am – 5:00 pm; nights/weekends may be required to fulfill duties of the position and the ministry. <b>Camp Season-</b> Hours will vary, <b>required</b> relocation to camp in Golden, MO May-August. Employees remain at camp during camp season.
<b>FLSA STATUS:</b>	Exempt/Full-Time/Salary
<b>SALARY RANGE:</b>	Level of education and/or experience will be considered for compensation.
<b>DEPARTMENT:</b>	Operations
<b>LOCATION:</b>	HYBIRD-Ability to be remote available, with travel expectations/Branson, Mo

**Summary of the Position**

The KAA Men's Director position's primary purpose will be to direct a KAA camp and its activities during the camp season. During the off season, responsibilities include: recruitment of next summer season staff, maintain bible studies and discipleship with veteran and leadership summer staff, meeting with mentor and/or mentees weekly. This position works closely with the COO, Camp Directors, Health Services, Food Services, and all other departments of Kids Across America.

**Essential Duties and Responsibilities**

Position requires regular and consistent participation in activities associated with Kids Across America, working and developing KAA relationships and ministry; during summer kamp season a physical presence is required at Kids Across America campgrounds in Golden, Missouri. This will require moving/staying on camp grounds from May – August (dates TBD). The expectation is that the individual in this role will behave in a manner that promotes the mission and vision of Kids Across America and will contribute to a productive, healthy, safe, and positive work environment by:

- Maintaining a positive, hard-working attitude that is ministry-minded with the ability to remain flexible;
- Possessing a servant leadership attitude—delegating only those tasks which is willing to do;
- Possessing a servant's heart with a willingness to help in whatever situation may arise;
- Having the ability to remain tactfully aware of and maintain confidentiality of sensitive information;
- Depicting trustworthiness through integrity, truthfulness, consistency and honesty;
- Creating and maintaining positive relationships both within KAA with staff and board members, and with external contact with campers, donors, vendors, and guests by treating all with courtesy, respect and in a conflict-free professional manner;
- Believing the best and taking into consideration the effects on others, on costs, and on intended outcomes of decisions and actions taken;
- Demonstrating good stewardship and showing impartiality and equity toward others by not making promises that conflict with job duties and responsibilities.

The main duties include the following:

1. Oversee male summer staff hiring for the KAA camp, working closely with COO.



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2. Oversee the budget items for KAA camp alongside Women's Director.
3. Provide vision and leadership to KAA summer staff.
4. Provide encouragement and discipleship to the KAA camp as needed
5. Plan and lead leadership weekend for KAA and assist with kamp retreats and conferences.
6. Travel for staff recruitment as needed and assist with kamper and group recruitment. Travel to KAA mandatory staff meetings when required and attend all staff zoom meetings off sight.
7. Attend the safety and training meetings as scheduled.
8. Attend and assist with donor functions and staff reunions as needed and contribute articles for newsletters as requested.
9. Perform other duties as assigned by supervisor(s).

**Knowledge, Skills, and Abilities**

- Excellent relational skills are a necessity to be able to relate across cultural, age, and social-economic barriers.
- Excellent oral and written communication skills are important with an ability to demonstrate good administrative skills.
- The candidate must have experience with Urban Ministry and, preferably, Christian camping ministry to urban youth.
- Development skills are important, since the development of relationships with summer staff, volunteers, donors, and KAA employees are vital to the assurance of the ongoing growth and effectiveness of the ministry.
- Ability to be a team player but also work independently on assignments with minimal direct supervision.
- Ability to manage multiple tasks with frequent interruptions, discern priorities, and work well under pressure with the ability to be flexible and sometimes change task and complete an assignment on short notice.

**Working Environment/ Physical Demands**

The work environment and working conditions described herein are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.

Administrative work is performed in an indoor, temperature-controlled office environment. Low to moderate noise level with exposure to typical office noises and interruptions such as printers, phones, and staff occurs frequently and daily.

While at kamp, the employee will regularly be exposed to outside weather conditions such as changes in temperature, moderate to excessive heat, and wet and/or humid conditions. The employee will also be exposed to fumes or airborne particles, potentially toxic or caustic chemicals, and natural outdoor allergens. The employee will be expected to follow all safety guidelines and protocols while working under these conditions.

Administrative work requires sitting for extended periods of time; requires hearing, vision, and manual dexterity or the ability to operate keyboards, adding machines, phones, and other office equipment to perform data entry from multiple types of mediums, ability to answer phones, and perform other essential functions.



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Due to kamp responsibilities, additional physical requirements of the position may include occasional lifting and moving up to 45 pounds, and daily lifting and moving up to 10 pounds. The employee must be able to assist in lifting, pushing, pulling, and/or carrying up to 55 pounds. The employee will be required to have the ability to climb, balance, stoop, kneel, crouch, and crawl. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Experience, Education, and Training**

- High school graduate or GED equivalency required;
- A four-year college degree is required and/or multiple years of youth ministry is required.
- Although seminary training is not required the Director must be Biblically grounded and theologically sound.

### **Licensing and Certifications**

- Must possess and maintain a valid Motor Vehicle Operator's license and be insurable under Kids Across America insurance coverage when operating a KAA vehicle.

### **Travel & Training Expectations**

KAA requires travel for recruitment of staff for the next summer season (trail), staff summits (Full Time Staffing meetings) and training throughout the year.

- Trail travel will be to colleges and churches to recruit; expectations of travel vary from year to year on this.
- Staff Summits - 3 times a Year, Fall, Spring and Summer travel for these summits is to Branson, Mo. Times and Dates are TBD, often, 2 days of training, 2 days of travel if employee lives offsite.
- Training: Directors will be required to attend training sessions in office, 6 separate times throughout their first year of employment. Expectations for training travel could be as follows, with dates/times subject to change, depending on time of year of hire, may impact this schedule.
  - Session 1-Onboarding/Welcome – 3 days in office, 2 days of travel
  - Session 2- Interview Training- 3 days in office, 2 days of travel
  - Session 3 - 60 Day Review/Mentee and/or Mentor meet up– 3 days in office, 2 days of travel
  - Session 4 – 120 Day Review - 2 days in office, 2 days of travel
  - Session 5 - 180 Day Review- 2 days in office, 2 days of travel
  - Session 6 – 240 Day Review – 2 days in office, 2 days of travel

### **Miscellaneous Requirements**

- Must be at least 25 years of age.
- Must be able to pass a background investigation.
- Must have a servant attitude which encompasses a “can do” and “will do” attitude—whatever it takes to make the ministry of KAA successful.
- Must place their personal relationship with Christ above all other relationships and their relationship with their spouse and family second.
- This position requires some travel, and a three-month residence at camp. Candidates should ensure they have strong personal and family support to meet the demands of the role.
- Must have a willingness to be under the authority of the CEO and COO.



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- Needs to have a visionary attitude guided by the Holy Spirit in order to be able to “see” all that the mission can and should be in God’s eyes.

This description is not intended and should not be construed to be an exhaustive list of all responsibilities, knowledge, skills, abilities, or working conditions associated with this job. It is intended to be an accurate reflection of the average day-to-day essential job functions for making compensation decisions.

I have read the above job description and have asked questions to understand it.

I believe I can perform the essential functions of the job without accommodation; or

I have provided a written request for accommodation in order to perform the essential functions of the job and returned it with this signed job description.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_