

American Camp Association Great Rivers Section  
Job Description  
Updated 10/09

**Title:** ACA Great Rivers Section Executive

**Reports to:** Section Board of Directors via the President and personnel committee

**Objective:** To support and be a primary resource for all aspects of the work of the ACA Great Rivers section board of directors; to manage communications with members, camps and the public; to manage the CRM for Members database; to maintain relationships with Great Rivers section members, the national office, other sections, camps and the public.

**Responsibilities:**

- Maintain relationships with board members, section members, ACA national office, other sections and the public.
- Use electronic communication (e-mail, e-newsletters, social networking, website) to engage and inform members and the public
- Manage CRM for Members (data, reports, etc.)
- Assist the treasurer with bookkeeping using Quickbooks Pro
- Represent the section membership at trainings and special events  
Assist with ACA standards trainings and local educational programs as needed
- Support the volunteer board of directors
- Collaborate and network with professionals in similar industries (outdoor, education, recreation)
- Respond to inquiries and serving as a clearing house for ACA information/knowledge

**Minimum Qualification:**

- Bachelor's Degree in a related field or equivalent experience.
- Demonstrated knowledge of the organized camping industry and association management.
- Previous experience with ACA standards, preferably as a visitor and instructor.
- Demonstrated abilities to manage the day-to-day operations and administration of an organization including fiscal operations and board management.
- Computer skills including, e-mail, Microsoft Office, QuickBooks Pro, databases, creation and manipulation of web based material, and social networking for organizations.
- Demonstrated abilities to handle multiple priorities, organize and delegate.
- Excellent oral, written and interpersonal communication skills.
- Reliable transportation and the ability to attend out of town meetings (6 times annually, up to 5 days duration).
- Attendance and participation at ACA board, section, regional and national functions as directed by the board.
- Member of, or willing to become a member of, ACA Great Rivers Section including training as a standards visitor and standards instructor.

**Status and salary:** This position is regular, part-time, approximately 15 hours/week with flexible scheduling.