



# CAMP MANAGER JOB DESCRIPTION

January 2018



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## AVAILABLE

Note: The successful candidate will live on site, with housing and utilities provided.

## RESPONSIBILITIES

Operation of year-round Christian camp

- Will ensure that MBC is operated as a Christian camp, and that all camp activities or programs and the conduct of all camp staff, both paid and volunteer, are honouring to our Lord Jesus Christ.
- Under general direction of the MBC operational board, will be responsible and accountable for all planning, management and operations required for the summer camping program and year-round retreat program. This includes but is not limited to:
  - operating within financial budgets;
  - supervising staff and volunteers;
  - working with board committees/individuals responsible in specific areas (e.g., food, fundraising, speaker-director recruitment, website);
  - establishing dates, promotion, registration and administration for all camps, retreats and rentals;
  - ensuring acceptable camp recreational and spiritual programs are in place;
  - acting as custodian and manager of the camp property and all camp assets.



## QUALIFICATIONS

- A personal relationship with the Lord Jesus Christ and the ability to express this both verbally and through Christian conduct. The successful candidate should desire to walk in grace and represent Christ faithfully in all dealings.
- Administration skills, including but not limited to:
  - adaptability to software applications;
  - financial management;
  - organizational management;
  - negotiating;
  - scheduling and planning.
- Interpersonal skills, including but not limited to:
  - supervising, encouraging and directing staff and volunteers;
  - leadership development;
  - working under and alongside an operational board of directors;
  - regular personal and business interaction with the public.



## EXPANDED JOB DESCRIPTION

### Personal

- A deep personal relationship with the Lord Jesus Christ, and the ability to express this. Must be in regular fellowship within an evangelical Christian faith community for the purpose of encouragement, accountability, and spiritual growth.
- Sign and affirm the MBC Statement of Faith and values.
- Living as a Christian role model and upholding Christian conduct.
- Gifted in directing, supervising and motivating staff, mediating with staff, and ensuring accountability from staff and volunteers. Ability to counsel staff from the Scriptures is also desirable.
- Able to give and receive constructive criticism, while maintaining strong, positive, personal relationships.
- Must be self-motivated, enthusiastic and resourceful.

### Knowledge, Skills

- Understand biblical doctrine which supports the MBC Statement of Faith and ensure it is adhered to by staff and volunteers.
- Understand the function and operation of the MBC board of directors, and of the board/employee relationship.
- Interpersonal and negotiating skills using tact and discretion.
- Financial management and organizational management.
- Adaptability to software applications.



### Duties, Responsibilities

It is understood that the camp manager will personally undertake or oversee the completion of the following tasks.

#### 1. General

- Ensure that MBC camp activities, programs, and personnel are honoring to our Lord Jesus Christ.
- Under direction of the MBC board, be fully responsible and accountable for all planning, management and operations required to implement the summer camping and winter retreat programs.

#### 2. Administration / Finances

- Report to the board through the Executive of MBC, and receive direction from them where necessary.
- Maintain a full set of policies and guidelines covering all aspects of MBC operations, programs and activities, and ensure that they are followed. These policies should be periodically reviewed, and recommendations to update them should be presented to the board.



## EXPANDED JOB DESCRIPTION (CONTINUED)

- Operate within the approved budget. Attempt to make all operations and programs cost efficient.
- Administrate deposits and financial transactions as directed by camp Treasurer, meeting the treasurers deadlines.

### 3. Summer Camps and Winter Retreats

- Ensure that all summer volunteer staff positions as dictated by the board anually are filled with qualified personnel.
- Process camper and retreat registrations.
- In cooperation with board of directors, set standards and qualifications for hiring staff and, if recruited, participate in established staff selection process.
- Ensure that staff job descriptions are maintained, distributed, and understood.
- Ensure that all paid staff has a criminal record check in regard to working with children.
- Be responsible for advising, assisting, encouraging and motivating all staff, as well disciplining, and suspension of all staff.
- Arrange training and orientation programs for all staff, appropriate to their duties. Particularly ensure that all paid summer staff attend training at camp during the week prior to the start of the summer camp season.
- Act as registrar for all summer campers, including collection of camp fees. This includes preregistration for camps, and final registration at camp on the first day of each session. Encourage preregistration using the MBC website. Work toward improving and streamlining the registration system.
- Keep a record of each campers personal information for use in follow up programs.
- Ensure camp recreational and spiritual programs are in place. Obtain recreational equipment and curriculum and program materials, as required. Ensure there is full coordination and cooperation between the camp director, period directors, speakers, cabin leaders, and recreational staff in the implementation of all camp programs and activities. Any recreational or spiritual programs used by period directors or speakers that raises a red flag to the camp manager should be dealt with by the camp manager and then reported to the board.
- Regarding winter retreats: Maintain a register, dealing directly with all planning churches and groups; Arrange for all necessary staff; Act as the host and MBC representative; Ensuring that all groups holding retreats have an excellent experience; Manage and host retreats organized by MBC; Negotiate and collect fees.

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## EXPANDED JOB DESCRIPTION (CONTINUED)

### 4. Camp Maintenance and Operations

- Work with board(s) in proposing capital projects to improve camp.
- Act as custodian and/or manager of the camp property and all camp assets. Maintain a list of contractors and suppliers to use for routine supplies, and for summer and winter maintenance activities, such as janitorial, grass cutting and snow plowing, and for emergency electrical, mechanical and plumbing repairs, and for scheduled preventative maintenance, etc.
- Arrange for all food, kitchen, and essential supplies and be available to receive delivery of these supplies when necessary. Ensure facility will pass health inspections and all permits are up-to-date.
- Ensure that the camp and property is functional for all camps and retreats (cleaning, supplies, resources, etc.)

### 5. Promotion and Public Relations

- Promote MBC to churches, Christian schools, and Christian youth groups throughout the Maritimes.
- Promote MBC as a winter retreat and conference site to evangelical churches and Christian organizations. The objective is to profitably rent out the camp facilities for retreats for most weekends during the fall, winter and spring.
- Maintain communication with alumni through a newsletter and the MBC website with the objective of encouraging alumni to support MBC in prayer, financially, or as a volunteer.
- Act as the public face of MBC.
- Prepare promotional materials to publicize MBC and its activities.
- Promote and maintain good relations with residents in the local community, local churches, and businesses, striving to be a good corporate example in the community. Encourage the support and participation of local Christians and evangelical churches in the local outreach of MBC.

### 6. Professional Development

- Maintain MBC membership in CCCC, CCI, and other organizations as required to keep MBC apprised of current developments and changes affecting Christian camping.
- Be apprised of standards, legal issues, and regulations affecting MBC and other Christian camping ministries and keep the board informed.

### 7. Broaden Support Base for MBC

- Strive to increase adult volunteer participation in all facets of camp. Keep in contact with former paid staff and younger volunteers as they grow older and establish their own families, to encourage their continued association and involvement with MBC.
- Prayerfully, and cautiously, strive to obtain the formal and active support of additional evangelicals, (individuals and churches) throughout the Maritimes for MBC.





### EXPANDED JOB DESCRIPTION (CONTINUED)

#### 8. Other Duties

- Regularly supply the treasurer, secretary and webmaster with any necessary information they need to perform their duties. Liaise with webmaster to keep the website as up to date as possible.
- Encourage the use of our facilities to enhance the objectives of MBC within the Christian community, and with parents, campers, alumni, churches and others that use or support MBC.
- Provide an annual report to the board.
- Communicate critical incident information to the board.
- Attend specific board meetings, as requested, as an ex-officio member.
- Maintain an office at camp, with comprehensive records of all camp policies, activities, staff information, financial information, and board decisions, ensuring the confidentiality of these records as appropriate.