

## WHITE MEMORIAL CAMP MANAGEMENT GROUP, INC.

### Job Description

**Job Title:** Camp Director (Chief Operations Officer)

**Classification:** Full-Time, Salaried

**Hours:** September - May: 30 - 35 hours/week, May - August: 40+ hours/week.

**Report to:** Board of Directors

**Salary:** \$24,000-\$28,000/year

**Perks / Benefits:** Housing Provided includes all utilities and internet. 3 bedrooms, 3 bath, one level with basement and garage. Sales incentives. Flexible schedule and vacation time during winter and early spring. Health Insurance options are available.

#### **Mission Statement:**

Experiencing God's love, enriching lives, and creating a supportive environment surrounded by the beauty of the Flint Hills.

#### **Purpose:**

White Memorial Camp Management, Inc. (WMC) and its team are dedicated to providing an environment that allows all peoples from various religious, spiritual, and non-affiliated backgrounds to grow through worship, education and study and to develop a sense of community while having the opportunity to enjoy the unique setting that is White Memorial Camp.

#### **Position Purpose:**

To further the mission of White Memorial Camp through the development and management of human resources, financial, marketing, and strategic operations.

#### **Essential Duties:**

- Design, deliver and evaluate camp programs that meet the needs and interests of the camps' target populations and ensure their delivery in a safe and quality manner.
  - a. Remain current with information on the developmental needs of youth and individuals with intellectual and developmental disabilities.
  - b. Annually seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
  - c. Develop and implement crisis and risk management procedures.
  - d. Design and ensure delivery of programs and activities appropriate to the camper population.
- Oversee the financial management and fund development operations to allow for adequate annual funding and to meet long-term goals.
  - a. Develop and monitor the budget for the camp operations.
  - b. Develop and design long-term fundraising strategies for the camp program and facilities.
- Design and implement a marketing plan to increase camper attendance and camp usage.
  - a. Prepare and analyze enrollment trends.
  - b. Develop and implement recruitment and retention strategies.
- Implement human resource management practices to recruit and retain seasonal and year-round staff.
  - a. Recruit staff based on camper enrollment and program management requirements.
  - b. Hire, train, supervise, and evaluate seasonal and year-round staff.
- Manage property development and maintenance needs to ensure stewardship of current resources and identification of future needs.
  - a. Conduct an annual assessment of property and maintenance needs.
- a. Prepare annual and long-term property plans.
- Oversee the daily operation of the summer resident camp including food service, program, business, camper and staff supervision, and health care.
  - a. Oversee the management of the food service area through supervision of Food Service Manager and

- review of food service program.
- b. Secure sufficient coverage in health care staff and their implementation of the health care plan.
- c. Develop and oversee the business management functions of the camp including financial record keeping, office operations, camp store, etc.
- d. Oversee the systematic approach to database management for campers, families, alumni, and donors.
- e. Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.

**Additional Duties:**

- Fill in and substitute for all camp positions as needed.
- Prepare reports for and collaborate directly with White Memorial Camp Management, Inc. Board of Directors.
- Maintain and update the camp website and online registration platform (UltraCamp) and oversee tracking of incoming reservations and registrations.
- Collaborate directly with User Group Leaders hosting private retreats or rental events helping to plan and coordinate their events.
- Act as on-call host for weekend events and on-site rentals through direct rental, Airbnb, and other means.

**Relationships:**

- Supervise and plan to be hands-on in all departments including Maintenance, Housekeeping, Food Service, Programming, Marketing, IT, Accounting, Fundraising, and Office administration.
- Work directly with churches, schools, and other human services organizations.

**Equipment Used:**

- Proficient in computer skills and related word processing, data management, and Internet computer software including Google suite, Excel (google sheets), word processing (Word or Google Docs), social media apps, workplace chats such as Slack, and familiar with data management. Currently, WMC uses UltraCamp.
- Familiar with basic food service equipment and health and safety: including dishwashers, convection ovens, walk-in coolers, proofers.
- Familiar with ongoing strategies for maintenance and housekeeping needs. Comfortable lifting heavy objects, using hand tools or handheld power tools.
- Can safely operate and drive golf carts, ATVs and camp truck. Valid driver's license with acceptable driving record required.
- Ideally knows how or can learn to drive a motorized boat on a lake.

**Essential Requirements:**

- Bachelor's degree or high school diploma and 5 years of camp experience
- Management experience
- Familiarity with business software
- Experience working with wide range of constituents and group types
- Ability to learn quickly

**Preferred Qualifications:**

- Overnight camp management experience
- Non-profit work experience
- Supports values of a non-denominational Christian organization

**Physical Requirements:**

This position would require the ability to listen to others, observe others' actions, read text and information; comprehend instructions and manuals, and physical ability to move about the camp property in various environmental conditions.

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Visual and auditory ability to identify and respond to environmental and other hazards.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess the strength and endurance required to maintain constant supervision of campers.
- Standing, some bending, stooping, and stretching.
- Comfortable driving gravel roads to and from work.

**Additional Benefits:**

- Flexible work schedule: in the off-season (Oct - March).
- Incentives: To encourage new business, WMC offers staff a 5% finders fee incentive when they get a new group to attend camp or utilize the ropes course or facilities and drop the staffers name.
- Discounts: Staff are entitled to the Part-Time Staff/Volunteer Scholarship discount which allows them to offer a discounted camp rate or cabin rental rate to a friend or family member.
- Food: receive on-site meals and lodging if the event on-site is being cooked or catered to or requires an overnight stay
- Training Costs Covered: Staff eligible for paid training in First Aid / CPR, Challenge Course Facilitation or Lifeguarding if desired.

*White Memorial Camp Management Group, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, White Memorial Camp complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. White Memorial Camp Management Group, Inc. expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of White Memorial Camp Management Group, Inc's employees to perform their job duties may result in discipline up to and including discharge*