

Whispering Pines Camp Manager

Job Description

Job Title: *Camp Manager*

Reports to: *The Camp Manager reports directly to the Chair of the Whispering Pines Campground Board of Directors*

Position Purpose

To further the mission of Whispering Pines Campground through user group relationships, the development (including maintenance) and management of the facilities and property, human resources, finances, marketing, and strategic operations.

Essential Job Functions

1. Oversee the daily operation of the camp including user group relationships, food service, business management, staff and volunteer supervision, and health and safety issues.
 - a. Work collaboratively with user groups to ensure the success of camp events, including providing or arranging for recreation equipment and supplies, audio-visual equipment, and other equipment or supplies to support the user groups activities.
 - b. Oversee the management of the food service area through supervision of Food Service Manager and review of food service program.
 - c. Verify sufficient coverage in health care and safety staff related to event and review implementation of the health care and safety issues.
 - d. Develop and oversee the business management functions of the camp including user group contracts and insurance verification, invoicing, financial record keeping, office operations, canteen and camp store operations, and other business operations.
 - e. Oversee the systematic approach to data base management for scheduling user groups, maintaining user group information, and information on contact, volunteers and staff.
 - f. Handle incoming and outgoing communications including phone calls, emails, and regular mail.
2. Responsible for the development and implementation of a maintenance management system (prevention, correction, and construction).
 - a. Oversee the purchase, use, and care of all maintenance equipment and supplies.
 - b. Implement system for regular maintenance and upkeep of camp buildings and grounds to fire codes, including routine duties such as cleaning, painting, etc.
 - c. Schedule for routine maintenance and vendor contracts on equipment and services including trash removal, propane, water sterilization, etc.
 - d. Manage natural resources of the camp including forest and water quality management to ensure protection and proper utilization occurs.
3. Hire, supervise, and coordinate employees and volunteers engaged in food service, maintenance, cleaning, and other camp operations.
 - a. Hire and train seasonal and year-round staff.
 - b. Train and supervise employees and volunteers in the use of camp equipment including maintenance and program equipment as appropriate.

- c. Plan and assign work projects and schedules for employees and volunteers.
 - d. Supervise work, review assignments and effectiveness of employees and volunteers.
 - e. Evaluate individual performance of employees and volunteers.
4. Conduct the financial management of camp operations to allow for adequate annual funding and to meet long-term goals.
 - a. Monitor income and expenses related to camp operations.
 - b. Manage payroll for full-time and seasonal employees.
 - c. Develop and design long-term income strategies for the camp facilities.
 - d. Review with treasurer of the Board of Directors at least quarterly financial statements.
 5. Design and implement a marketing plan to increase user group attendance and camp usage.
 - a. Host tours for potential user groups.
 - b. Prepare and analyze enrollment trends.
 - c. Develop and implement recruitment and retention strategies for user groups.
 - d. Develop and implement user group hospitality strategies including analysis of user group feedback and evaluation from the Board of Directors.
 6. Manage property development and maintenance needs to ensure stewardship of current resources and identification of future needs.
 - a. Conduct annual assessment of property and maintenance needs.
 - b. Prepare annual and long-term property plan.
 7. Perform all duties in accordance with prescribed regulatory compliance guidelines, including local, state, county, and federal guidelines and laws, as well as camping standards.
 - a. Respond to emergencies on physical plant and site.
 - b. Responsible for obtaining appropriate licenses, permits, approvals from local, county and state regulatory agencies.
 - c. Conduct initial and end-of-season inventory.
 - d. Store equipment for safety.
 - e. Develop a schedule for checking the physical plant and equipment for safety, cleanliness, and good repair.
 - f. Verify employee hiring and continued employment documentation.
 8. Develop and maintain a good working relationship with the Whispering Pines Board of Directors
 - a. Work with the chair of the Board of Directors related to position directives and overall management of the campground.
 - b. Work with the treasurer of the Board of Directors related to financial duties and responsibilities.

Other Job Duties

This position may include involvement in community-based organizations in and around Prescott which help in the marketing opportunities for the camp; relationships with neighboring camps; working knowledge/involvement with the American Camp Association to which many standards of

operation relate. The position include other duties as determined by the Whispering Pines Board of Directors.

Relationships

This position includes relationships with the following organizations:

- *United States Forest Service (property around campground; lease agreement for baseball/sports field)*
- *Yavapai County Emergency Management*
- *Groom Creek Fire District*
- *APS (Electrical Service)*
- *Community of Christ (property owner)*
- *Others (to be determined)*

Equipment Used

The camp manager needs to be proficient in computer skills and related word processing, data management, and Internet computer software. In addition, the camp manager is required to have knowledge of maintenance, construction, office, and kitchen equipment as well as ability to drive different vehicles, including tractor, pick-up truck (for hauling, plowing and towing); and operation of a golf cart.

Qualifications (Minimum Education and Experience)

Camp manager requires the minimum of a college degree and some administrative experience with a camp or service industry. Additional experience with property management and hospitality that reflect the camp's population is desirable.

Community of Christ Youth Worker Certification must be obtained within 30 days of hiring date. Failure to receive and/or maintain Youth Worker certification will result in immediate termination.

Physical Requirements

- Ability to listen to others, observe others' actions, read text and information
- Ability to effectively communicate orally and in writing.; comprehend instructions and manuals
- Physical ability to move about the camp property in various environmental conditions and the ability to lift and carry 50 lbs.
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- Ability to safely and properly use various types of equipment.
- Ability to provide first aid and to assist campers and staff in an emergency.

Additional Information

On site housing and utilities are provided. Food is also provided during scheduled Camps. Paid vacations are also included. Use of the campground vehicles is authorized for official campground business.

Medical benefits are not provided. Some additional benefits may be available from the Community of Christ.

Camp Manager Standards and Expectations (including performance evaluation criterion) are available upon request.