JOB DESCRIPTION

Position Title: Camp Manager

Responsible to: Board and Camp Director

General Responsibility: The Camp Manager has five major areas of responsibility:

- Site improvement and maintenance
- Oversight of Camp Rentals
- Supervision of Food Services
- Serving as the On-Site Public Face of the Camp
- Communication and Reporting to the Camp Board and the Camp Director

Qualifications:

- Mature person (or couple) with strong Christian beliefs and practices.
- High school diploma required, with some college or technical school training beyond high school preferred.
- Self-starter with a basic knowledge & skills in carpentry, plumbing, electrical, mechanics and general maintenance repairs.
- Experience supervising others, and the ability to get along well with people; children, youth and adults.
- Have or be willing to learn basic computer skills, be familiar with Microsoft Word, Excel, Email and Internet. Book keeping experience would be an asset.
- Willing to submit to initial and periodic criminal records checks and provide evidence of a clear record, with suitability to work with vulnerable sector populations.
- The Camp Manager must possess a valid Alberta drivers license, and be capable of operating a range of equipment.
- Other current certifications seen as advantageous include: WHIMIS, FOOD SAFE, and First Aid training.
Responsibilities Related to Site Improvement and Maintenance:

- Ensure that the camp's grounds are clean and properly maintained. Examples of grounds related maintenance include: keeping the grass cut, removal of dead trees, up-keep of nature trail, up-keep of water front area, maintaining the parking lot and lane, appropriate tree planting and landscaping, and up-keep of playground equipment.

- Ensure that camp buildings and mechanical systems are clean and properly maintained. Building repairs and maintenance are to be carried out on a systematic basis, as prioritized with the Facilities Liaison or the Camp Director. Examples of mechanical systems requiring regular monitoring and maintenance include: furnaces and hot water heaters, sewage pump system, water pumps system, electrical system, and vacuum cleaners.

- Ensure that camp vehicles and machinery are kept in good working order.

- Repair work may be done by the Camp Manager himself/herself, if the capacity to do so exists. For work requiring specialized skills, the Camp Manager can draw from a skilled volunteers list or engage the services of paid professionals to ensure that the needed repairs are taken care of.

- Ensure that all sports and recreational equipment is safe to use and properly stored and secured. Watercraft are also included in this category.

- Supervise any employees assigned to property maintenance, camp rentals, or food services areas of the camp.

- Supervise any volunteers or groups of volunteers assigned to property maintenance, camp rentals, or food services areas of the camp. This would include organizing and overseeing work bees and special projects.

- Capital projects undertaken by the Camp Directors may also involve the Camp Manager, especially as an on-site foreman to coordinate the project and the work force.

- Make recommendations to the Facilities Liaison or Camp Director for budgeted repairs and maintenance during the budget preparation period; outlining costs and details.

- Recommend maintenance and improvements to the Facilities Liaison or Camp Director that are beyond budgeted amounts; outlining costs and details.

- Be responsible operating and insuring the safe operation of camp vehicles, equipment, and appliances by facilities staff under his/her supervision.

- Follow, and formulate as needed, annual work plans and schedules for property and holdings of the camp.

- Order maintenance supplies (ensure that adequate supplies are kept on hand for the day to day running of the Camp) and check deliveries, forwarding approved invoices as directed by the Facilities Liaison or the Camp Director.
• Be responsible for maximizing the health and safety of camp guests, employees and volunteers, in accordance with Alberta Camping Association Guidelines and Provincial requirements.
• Other duties, as identified by the Camp Board or the Camp Director.

**Responsibilities related to Oversight of Camp Rentals**
• Manage bookings and respond to inquiries for camp rental groups, collaborating with the Program Team Lead or Camp Director, to ensure availability.
• Collect deposits and fees from rental groups and insure that a rental agreement is completed and signed off on, with additional documentation, such as, proof of insurance or waivers are in place.
• Welcome rental groups and conduct preliminary facility walk through as well a pre-departure walk through inspection with the rental group leadership to ensure that there is no damage or unusual disarray. Rental groups must be held accountable for agreed upon clean-up expectations.
• Ensure that post-departure custodial duties are completed prior to subsequent rentals. Additional personnel can be engaged for this depending on the size of the rental group.
• Maintain Log of rental groups contact information and data on numbers of campers.
• Dates and cost of rental and any special requirements they have.
• Other duties, as identified by the Facilities Liaison or the Camp Director.
• Evict groups as necessary and to the Camp Manager’s discretion based upon group misrepresentation, failure to pay rental fees, destruction of property or breaking of camp rules.

**Responsibilities related to Supervising Food Services**
• Oversee the food service and dining area of the camp.
• Supervise Head Cook during the Summer Camping Season, and Event Cooks for all-inclusive rentals.
• To maintain a relationship with the Head Cook that facilitates a smooth running of the Summer program.
• Maintain list of Event Cooks and Cooks Helpers and enlist services of needed personnel to meet the requirements of specific all-inclusive rentals.
• Ensure all government regulations regarding health and safety protocols around food preparation, handling and storage are being enforced.
• Ensure that the kitchen equipment is in good usable condition. Such equipment/appliances include: Walk in cooler, freezers, stoves, dishwasher, hood fans and make-up air unit.
• Oversight of menu planning, ordering food and kitchen supplies; maintaining costs within prescribed budget.
• Other duties, as identified by the Board or the Camp Director.

Responsibilities related to Serving as the On-Site Public Face of the Camp

• The Camp Manager is the on-site representative of the Camp Directors, insuring that policies relating to the Camp’s facility are adhered to and carried out. At the same time, he/she is expected to act as a public relations person, building goodwill with those who use the Camp and those who are interested in using the Camp.
• Live on-site in the Camp Manager’s Residence on year-round basis, to ensure the well-being and security of camp property buildings and holdings.
• Answering the Camp phone and emails, responding to messages and inquiries in a timely manner.
• Other duties, as identified by the Facilities Liaison or the Camp Director.

Responsibilities Related to Communication and Reporting to the Camp Board and Camp Director

• Provide written reports to the Camp Board through the Facilities Liaison or Camp Director. Typically this consists of brief updates for regular board meetings and an annual report for the Annual General Meetings in February or March each year.
• Attend portions of or entire board meetings as requested by the Facilities Liaison or Camp Director.
• To maintain a relationship with Camp Director and his/her summer camp staff so that they are aware of the Camp’s expectations regarding the use of the facilities and will communicate that to the campers.
• Picking up and processing camp mail, faxes, and emails and forwarding it to the appropriate place, as directed by the Facilities Liaison or Camp Director.
• Be accountable to the Treasurer and the Facilities Liaison (and the current budget as set out by the Board at the Annual General Meeting) with regard to basic financial items. Keep accurate records related to: 1) camp maintenance and food service expenses and 2) deposits and their associated data — for donations, camper fees and rentals.
• Other duties, as identified by the Facilities Liaison or the Camp Director.
**Terms of Employment**

**POSITION TERM**

The *Camp Manager* Position is a permanent (0.8–1.0 FTE) negotiable position. In the event a couple wants to share the position, FTE attributions for each person will be negotiated based on the responsibilities they are taking on. A six-month probationary period will be instituted, with a performance review at that time. Subsequent reviews will be conducted on an annual basis.

**REMUNERATION**

Pine lake Christian Camp is a non-profit organization which obtains its revenue from donations, camper fees and periodic government employment grants; as such, we are not in a position to offer lucrative salaries. Nevertheless, we attempt to offer our employees remuneration in keeping guidelines for parallel industry standards identified in provincial government documentation.

A salary, paid monthly, as agreed on by the Manager and the Directors will be negotiated, depending on expertise and experience. Housing, including heating, electrical, sewage and water, is provided year round. For taxation purposes this is considered as a “taxable benefit”.

Two (2) weeks of paid vacation will be granted during the first year of employment. Three (3) weeks of paid vacation will be granted annually in the second to fifth years, and Four (4) weeks of paid vacation will be granted annually thereafter. It is expected that this vacation would be taken during the off-peak-season period (preferably between October and April). Requests for vacation must be submitted, in writing, to the Camp Board or the *Camp Director* for approval. Unanticipated or urgent leave requests must be communicated to the *Facilities Liaison* or the *Camp Director*, and will be considered on a case-by-case basis.

Travel reimbursement, at currently approved rates, will be provided for all travel undertaken on behalf of Pine Lake Christian Camp. A travel log must be kept and submitted monthly. The *Facilities Liaison* or *Camp Director* reserve the right to review travel logs and to determine what does or does not represent legitimate camp business and at what frequency.
Camp Managers’ Housing

Whereas the Camp Office is located in the Camp Manager’s house, the office must be kept in a neat and clean manner. The condition of the house/office will be an indication of the Camp in general.

There will not be any modification, construction or changes to the living quarters or office without written permission of the Camp Board.

The Directors reserve the right to inspect the house with a forty-eight hour notice. The Facilities Liaison and/or Camp Director will schedule an annual inspection of the Camp Manager’s residence to assess the condition of the house and to determine, in conjunction with the Camp Manager, what repairs and improvements may be required.

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