



Position Purpose: Assist in management of the overall camp operation in consultation with the Executive Director. To further the mission of camp through oversight and management of staff and volunteers, camp facilities, and supplies and equipment to efficiently and effectively meet operational needs.

Essential Job Operations:

- 1) Assists in the administration and coordination of daily camp operations.
 - a. Ensure that programs meet the abilities of the campers.
 - b. Monitor camp supplies, re-order and/or stock supplies as necessary.
 - i. Consumables, firewood, programming supplies, tuck, facility maintenance/project supplies, etc.
 - c. Responsible for regular and emergency errands in town to pick up supplies (program, facility, food, merchandise etc.)
 - d. Be involved with various camp programming.
 - e. Assist in leadership of School Field Days in the Spring.
 - f. Assist with camper medication disbursement.
 - g. Assist with Sign-In and Sign-Out, answering parent and camper questions.
 - h. Maintain a portion of office hours each day (answering emails, phone calls, doing paperwork, etc).
- 2) Supervise, support, and mentor the Facilities Manager, Waterfront Manager, Program Manager, Food Services Manager, and Assistant Food Services Manager.
 - a. Create weekly schedules for staff and volunteers
 - b. Plan and coordinate day to day schedule of volunteers. Work with other staff members to determine special projects and volunteer needs
 - c. Address any issues, providing necessary coaching and support
 - d. Regular check-ins to ensure staff are meeting responsibilities and being well supported in their roles
- 3) Ensure that camp staff and campers know and follow proper safety guidelines during activities.
 - a. Assist in the implementation of staff training.
 - b. Provide guidelines for programs utilizing camp equipment.
- 4) Recruitment and communications with outside individuals and organizations
 - a. Communicate with churches and individuals about areas of need and opportunities for partnership.
 - b. Actively seek out volunteers to be involved in various projects and endeavours of Kingwood
 - c. On-board and train volunteers in the relevant policies and procedures
- 5) Responsible for the development and implementation of a system that focuses on prevention, correction, and construction, to manage the facilities
 - a. Directing the Facilities Manager and maintenance volunteers within a system for regular maintenance and upkeep of camp buildings and grounds, and special projects
 - b. Be alert to equipment and facilities to ensure utilization, proper care and maintenance is maintained; report repairs needed to the Executive Director



- c. Assist in the management and care of the facilities, program areas, and equipment.
- 6) Supervise any repairs or maintenance tasks done by outside organizations
 - a. Make recommendations when an outside repair technician is to be called
- 7) Mentor and provide guidance to camp staff.
 - a. Facilitate aspects of staff training.
 - b. Encourage, uplift, and boost staff morale. Encourage unity among the staff team.
 - c. Participate in regular evaluations of the staff.
 - d. Lead Bible Study, staff prayer/devotional time and mentor younger staff in accordance to Kingswood Camp’s Statement of Faith

Employment Details

Weeks of Work	14
Start Date:	May 13, 2024
End Date:	August 27, 2024
Extra Days:	May 24 - 25 - Weekend staff training May 28 - Zoom staff training (evening) June 7 - 8 - Weekend staff training June 11 - Zoom staff training (evening)
Gross Salary	\$500/week

Requirements/Skills

- Must be a minimum of 20 years of age
- Current CPR and Standard First Aid
- Valid drivers licence
- Ability to work with, supervise and give direction to children and adults
- Ability to communicate clearly and effectively
- Strong leadership abilities and mentorship capabilities
- Ability to schedule and implement successful programs
- Experience and ability to supervise staff, volunteers and campers
- Ability to work independently, prioritize work load and manage time efficiently

Other Responsibilities

- Serve on the Primary Leadership Team
- Help provide an atmosphere for developing good morale and well-being among the camp staff. Promote trust, understanding and unity among the camp staff.
- Be willing to lead staff prayer, devotions, and Bible studies
- Carry out all other duties as assigned by director
- Find coverage for staff time-off in case of sickness or emergency. Approve or disapprove of time-off requests in consultation with the Executive Director.



Relationships/Accountability

- Reports to:* Executive Director
- Peer Relationships:* Director of Personnel
- Internal Relationships:* All camp staff, on-site volunteers
- External Relationships:* Parents, outside organizations, visitors