

## **Job Description for Camp Manager**

### **Bingle Camp Ministries**

**STATEMENT OF JOB:** The Camp Manager is responsible for the general management of the facility of Bingle Memorial Camp during the camping season. S/he supervises counselors, kitchen staff, and volunteers, and is responsible to the Bingle Memorial Camp board. When the camp is in operation, the camp manager is expected to have an active involvement and provide oversight for the day-to-day functioning of camp.

**QUALIFICATIONS:** 1) Have a Christian commitment and a willingness to support and promote the Mission of the camp. 2) Able to relate in a positive manner with campers, staff, and public. 3) Have effective communication and team building skills. 4) Must have experience in Christian education or camping programs. 5) Able to live at camp during camp operation. 6) Be at least 25 years old. 7) Possess a valid driver's license.

**DUTIES:** The Camp Manager reports to the Bingle Camp board. S/he is expected to work independently with direction from the Bingle Camp board. Specific duties and responsibilities include:

1. Responsible for facilities staff.
  - Provide supervision for facility staff including health care provider, waterfront manager, and kitchen and maintenance staff.
  - Ensure that a Christian atmosphere is created and supported among staff and campers.
  - Provide supervision and team building through regular staff meetings.
  - Practice and encourage good communication skills with and among staff.
  - Provide training for program staff.
  - Oversee camp programs.
2. With the Bingle board's assistance, plan the camp program.
3. Assist with physical needs of campers and staff, oversee risk management procedures and enforce camp rules for safety and image of camp.
4. In partnership with the Bingle Camp board, oversee the general condition of camp. Ensure maintenance and repair of camp facilities, grounds and equipment.
5. Purchase supplies, food, and equipment that are necessary for operation.
6. Greet guest groups when they arrive to create a receptive and friendly atmosphere and review policies and procedures for use of camp.
7. Prepare written reports. Items for reports include, but are not limited to, number of campers, numbers of meals, incidents and accidents, and summaries of camps and staff, and an end of summer report.
8. Supervise the Camp Store, and account for all inventory and money collected.
9. Keep Bingle Camp board informed of problems or potential problems, needs, and successful events at camp.
10. Other duties as assigned by the Bingle Camp Board.

COMPENSATION: This is a seasonal job for this year and may be able to turn into something more permanent in the future. We are looking for someone from mid-May (or late May if necessary) until late August or early September. We will pay \$4000/month, include a place on the camp premises to live, food during the actual camp season will be provided, and part time availability of the camp van will be provided. We can look into the possibility of using airline miles for transportation to Alaska.

If you are interested, please contact by Feb. 28, 2024:

Margaret Durst, board president

Email: [office@binglecamp.org](mailto:office@binglecamp.org)

Phone: 907-479-0562

Cover letter and resume recommended