



GREATER NEWYORK CONFERENCE
of Seventh-day Adventists

JOB DESCRIPTION—CAMP MANAGER

Recruiting for this position is being managed by Alanzo Smith, Greater New York Conference Executive Secretary. Please send your resume to secretariat@gnyc.org.
Previous applicants need not apply.

ORGANIZATION: Greater New York Conference of Seventh-day Adventists

JOB TITLE: Camp Manager

DATE: Applications will be accepted no later than **February 28, 2020**

REPORTS TO: Camp Berkshire Board

STATUS: Full-time, Exempt

SUMMARY: Oversee the day to day camp operations including guest relations / reservations, maintenance, development, housekeeping, food services and programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with Camp Berkshire Board in developing and implementing short-term and long-term strategic planning for camp operations.

1. Must have an expressed commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, and a member in good and regular standing.
2. Plan and operate the day to day activities at the camp by working with the various department supervisors to assure proper operation of the camp.
3. Develop and administer (the approved) operating budget for the camp. Recommend to the board any major purchases that are necessary for the proper operation of the camp.
4. Work with the Personnel Office in the recruitment of new employees and recommend the hiring of new support personnel to Administrative Council and full-time staff to Personnel Committee.
5. Supervise, train and evaluate all camp employees. Establish standards and procedure of work assignments for the various departments to assure adequate service.
6. Organize and direct regular staff meetings and handle personnel relations.
7. Implement operational policies as set by the GNYC Executive Committee and Camp Berkshire Board.
8. Prepare agenda and minutes for the Camp Berkshire Board. Maintain all records of Board actions.

9. Responsible for the maintenance of safety procedures and training of all camp employees. Maintain a safety program in all departmental areas to assure compliance with the law.
10. Serve as a member of various conference committees.
11. Miscellaneous duties as assigned by the Camp Berkshire Board.
12. Is required to live on site in Camp Berkshire housing.

EDUCATION:

Bachelors degree in Business Administration or Facilities Management and five years of experience in facilities / hotel management is desired. An equivalent combination of education and experience may be considered for non-degree individuals.

LANGUAGE SKILLS: ENGLISH:

Ability to read, analyze, and interpret general business periodicals, professional journals, safety procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS / ACCOUNTING SKILLS:

General math skills. Must have a good working knowledge of accounting procedures and must be able to prepare financial statements.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Ability to work well with diverse groups. Creative skills and ability to deal with deadlines and multiple projects is necessary. Knowledge of computer skills preferred. Have demonstrated skills leading and directing camps, hotel or convention center. Must have commitment to spiritual development. Must have a driver's license and a good driving record. Good supervisory and people skills are required.

PHYSICAL DEMANDS:

Excessive walking (involving inclines), standing, bending and lifting. Exposed to outside and office environments.

WORK ENVIRONMENT

The noise level in the work environment is usually moderated and work is performed in both indoor and outdoor environments (mountain location).