

Catholic Youth Camp

Summer Camp Operations Manager Job Description

Job Title: **Operations Manager:**
Classification: **Exempt, part time (September-May), full time June-August**
Reports to: **Executive Director**

Position Purpose:

To further the mission of Catholic Youth Camp through the development and management of operations.

Essential Job Functions:

1. Responsible for the implementation of a marketing plan to increase camper attendance and camp usage.
 - Prepare and analyze enrollment trends.
 - Responsible for the development and implementation of recruitment and retention strategies
2. Assist in the management of property development and maintenance needs to ensure stewardship of current resources and identification of future needs.
 - Assist in the annual assessment of property and maintenance needs.
3. Assist in overseeing the daily operation of the summer resident camp including food service, program, business, camper and staff supervision, and health care.
 - Assist in overseeing the business management functions of the camp including financial record keeping, office operations, camp store, etc.
4. Assist in the design, delivery, and evaluation of camp program and ensure their delivery in a safe and quality manner.
 - Remain current with information on the developmental needs of youth.
 - Assist in the development and implementation of crisis and risk management procedures.
 - Assist in the design and delivery of programs and activities appropriate to the camper population.
5. Assist in the financial management and fund development operations to allow for adequate annual funding and to meet long-term goals.
 - Assist in the development and monitoring of the budget for the camp operations.
 - Assist in the development and long-term fund raising strategies for the camp program and facilities.
6. Assist in the implementation of human resource management practices to recruit and retain seasonal and year-round staff.
 - Recruit staff based on camper enrollment and program management requirements.
 - Assist in the hiring, training, supervision, and evaluation of seasonal staff.

Equipment Used:

Proficiency in computer skills and related word processing and data management, knowledge of some maintenance, office and kitchen equipment as well as ability to drive camp vehicles.

Qualifications:

- Bachelor's degree
- 4 Years of camp management experience
- Competencies in marketing, program development, staff management, parent/board communication & budgeting
- Commitment to excellence
- Spirit of fun, a sense of humor & a love of children
- Belief in the ability of camp to positively impact a child's life

Physical Requirements:

This position requires the ability to listen to others, observe others' actions, read text and information; comprehend instructions and manuals, and physical ability to move about the camp property in various environmental conditions.

Other Information:

September-May:

- 30 hours per week- Monday-Thursday
- 9-4pm
- 2 weeks paid vacation (September-May only)

June-August

- Sunday-Friday
- 24 hours on-call
- Must be onsite during summer programming
- Room and board provided June-August

\$34,000 annual salary

Catholic Youth Camp is looking for an Operations Manager is looking for an energetic and creative individual to join our team! This position is part-time Nov through May and full time, live on site June - August. CYC is a small nonprofit summer resident camp, serving youth 7-17 years old. Our office is located in Roseville, MN and employs 3 people year round. Camp runs June-August and is located in McGregor, MN. During the summer, we employ approximately 20 staff who all live onsite. The Operations Manager is responsible for the recruitment of campers, staff and volunteers, marketing for the organization, onsite property management and staff supervision. This position works with Executive Director on program development, fundraising, financial management, and events.

For a full job description, visit our website- <https://cycamp.org/staff/employment/>

To apply e-mail Natalie King Natalie@cycamp.org with cover letter/resume. (ACA Accredited)