

Full job description

PURPOSE: The Summer Camp Manager is responsible for the direction of daily staffing operations and standard recurring day to day camp activities.

APPOINTED BY: The Camp Hope Board of Management

ACCOUNTABLE TO: The Camp Director, and the Board of Management in absence of the Camp Director

PERSONAL AND PROFESSIONAL QUALIFICATIONS: Candidates should have demonstrated experience managing others, inclusive of entry level and seasonal employees. Candidates should also be comfortable facilitating group trainings and reinforcing consistent expectations across employees. Problem solving and critical thinking skills are highly valued. A well-qualified candidate will possess qualities which exhibit a personal commitment to Christian faith and life and a general acquaintance with and appreciation for the Moravian Church. Applicants need not be a member of a Moravian congregation, but Moravians are especially encouraged to apply.

Applicants should have at least 1 year of prior staff management experience, or 2 examples of prior seasonal staff management experience. Staff management experience does not need to be in a camp setting, but candidates with prior staff management experience in a camp setting will be given high consideration.

COMPENSATION: \$1,000 per week

TIME OFF: With approval from the Camp Board, Paid Time Off is not available with seasonal positions

RESPONSIBILITIES: The Summer Camp Manager is responsible for training and orienting Seasonal Summer Staff at the start of the Summer Camp Season, as defined and directed by Camp leadership. For the duration of Summer Camp, the Summer Camp Manager has oversight of the staffing assignments, direction, and day to day responsibilities of Summer Staff. The Summer Camp Manager ensures that all core camp activities have coverage and adjusts assignments if required. Day to day operational concerns are triaged by the Summer Camp Manager, and escalated to the Camp Director as needed. The Summer Camp Manager works closely with other staff positions in the camp to assure a well coordinated and positive camp experience for all campers. The Summer Camp Manager is an on-site position that remains on the camp grounds overnight. Weekly camp sessions run Sunday night to Saturday morning with a break between sessions.

RESPONSIBILITIES: Specific tasks include but are not limited to:

- Direct manager of all Summer Staff during the 7 week Summer camp season
- Reports to the Camp Director
- Responsible for staff assignment and day to day operations during the Summer camp season
- Prepares weekly report-ups to the Camp Director at the end of every Summer Camp weekly session
- Responsible for training all Summer staff during a one week staff week prior to live Summer camps
- Responsible for problem solving and resolution of day to day concerns, and escalating issues up to Camp Director as needed

*Send letter of interest and resume to:

Hope Board of Management

Attn: Personnel Chair Tom Michaels

personnel@camphope.org

Job Type: Seasonal

Pay:

Ability to Commute:

- Blairstown, NJ 07825 (Required)

Ability to Relocate:

- Blairstown, NJ 07825: Relocate before starting work (Required)

Work Location: In person