

Assistant Camp Manager

Qualifications:

General

- Be a Christian and live a Christian lifestyle including attending church regularly, preferably a Christian Church with ties to the Restoration Movement.
- Must see this position as a ministry with God and with the White Mills Christian Camp
- Self motivated and organized.
- Basic familiarity with computers and be comfortable with word processing, databases, presentation software, social media, web site design, sound and stage setup.
- Be comfortable with and willing to work on buildings and grounds projects.

Education

- Bible college degree preferred

Physical Demands

- Ability to lift heavy loads occasionally.
- Ability to stand and be on your feet for long periods of time.
- Ability to perform physically demanding work in a variety of conditions.

General Duties:

- Reports to the Camp Manager and carries out the duties as assigned.
- Participate in staff meetings providing feedback, teaching, and insight for camp needs, etc.
- Enforce fairly all rules and regulations of the Camp.
- See that the property is adequately protected at all times.
- Supervise camp employees and volunteers as assigned by camp manager.
- Schedule time off in a manner that does not conflict with camp functions or operations. All time off would be coordinated through the Camp Manager.
- Working hours are not limited by a set schedule. May be called upon at all hours to perform camp duties.
- Assistant Manager will be expected to work at least 2 weekends per month.
- Attends and participates in Committee meetings when appropriate.

Promotion of the Camp:

- Will attend meetings when possible to promote and enhance the camp. This includes but is not limited to attending conferences, seminars and workshops.
- Promote the camp with ministers, staff and congregation with our supporting Christian Churches on a regular basis. This includes personal contact to encourage definite plans of promoting the camp. Maintain good will by keeping in communication with other churches and support groups. Coordinate effort with camp manager.

- When time permits, filling the area pulpits on occasion to promote the Camp. This develops good will and communication among our churches.
- Should always encourage the use of the Camp facilities when the calendar permits.

Work Expectations

Summer - typically June and July

- Be available during all sessions to maintain working facilities and assist with programming.
- Work with Camp Manager to best understand the needs of all campers, volunteers and workers as it pertains to all aspects of camp including facilities and programs.
- Supervise and work alongside of seasonal workers and volunteers.

Retreat Season - typically August - May

- Full time work will continue all year with more specific focus on retreat groups, new programming and buildings.
- Readyng facilities for each weekend group by cleaning and maintaining but with a focus on improving buildings by repairs and or additions as directed by Camp Manager.
- Be an integral part of the camp team in all aspects of camp ministry willing to do any job asked of them.

Benefits:

- Competitive Salary based on experience (can include health insurance and retirement)
- Housing and utilities
- Flexible schedule
- Paid Holidays include New Years Day, Good Friday, Memorial Day, Labor Day, Thanksgiving and Day after, Christmas Eve, Christmas Day
- 10 days paid sick leave per year
- Paid Vacation time includes 3 days after 6 months, 1 week after first year, 2 weeks after 2 years, 3 weeks after 10 years
- Christian atmosphere with a team approach to ministry
- Meals when served