



Hidden Haven Christian Camp
8001 Hidden Haven Road
Thayer, Kansas 66776

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Hidden Haven Christian Camp

Camp Manager (Board Governance Job Description)

Position Summary

The Camp Manager of Hidden Haven Christian Camp is responsible for the overall management, stewardship, and spiritual atmosphere of the camp. This position ensures that the camp operates in a safe, financially responsible, and Christ-centered manner while supporting the mission of Hidden Haven Christian Camp to provide a place of Christian retreat, fellowship, and spiritual growth.

Accountability

- Reports directly to the Hidden Haven Christian Camp Board
- Operates within policies, budget, and strategic direction established by the Board
- Provides monthly reports to the Board regarding operations and facilities

Spiritual Leadership

- Demonstrates a personal commitment to Jesus Christ and lives in agreement with the camp's Statement of Faith (Restoration movement background)
- Models Christ-like leadership, integrity, and servant-heartedness
- Protects and promotes the Christian mission, values, and spiritual tone of the camp

Operational Responsibilities

- Oversees day-to-day operations of the camp, including facilities, grounds, and equipment

- Ensures buildings and property are maintained in a safe, functional, and presentable condition
- Coordinates maintenance, repairs, and capital improvements
- Oversees food service, lodging, scheduling, and guest logistics as applicable
- Develops and enforces emergency, safety, and risk-management procedures
- Supports deans & groups using the camp.

Staff & Volunteer Oversight

- Hires, trains, supervises, and evaluates staff in accordance with Board-approved policies
- Coordinates volunteers and camp workday groups
- Maintains a positive, respectful, Christ-honoring work environment
- Ensures staff comply with camp policies and Christian conduct standards

Financial & Administrative Stewardship

- Assists in preparing and managing the annual operating budget
- Monitor and report camp income and expenses
- Establishes and administers rental rates and camp fees within Board guidelines
- Maintains accurate records, contracts, and reports
- Practices good stewardship of camp resources and assets

Guest Relations & Camp Use

- Serves as primary point of contact for churches, ministries, and retreat groups
- Coordinates scheduling and camp use to maximize ministry impact and sustainability
- Ensures guests are welcomed and supported in a Christ-centered manner
- Responds to (calls, texts, emails) needs and concerns professionally and promptly

Qualifications

- Mature Christian faith and agreement with Hidden Haven Christian Camp's beliefs
- Proven leadership and organizational skills
- Experience in camp, church, nonprofit, or facility management preferred
- Ability to manage budgets, staff, and multiple responsibilities
- Willingness to work flexible hours, including weekends and evenings
- Physical ability to assist with hands-on tasks as needed

Authority & Limitations

- Authorized to manage daily operations and staff within Board-approved policies and budget
- Major financial commitments, policy changes, and capital projects require Board approval

Evaluation

The Camp Manager's performance will be reviewed annually by the Board based on spiritual leadership, operational effectiveness, financial stewardship, and alignment with the mission of Hidden Haven Christian Camp.

- All inquiries or resumes need to be emailed to: office@hiddenhaven.org