



## SKY RANCH **CAMP MANAGER**



### **WHAT YOU'LL GET TO DO**

Camp Managers report to the Full Time Summer Camp Managers and provide critical support to the Summer Camp Leadership Team. This leadership role exemplifies the attitudes and personal skills required of all summer staff who interact with Sky Ranch campers and holds others accountable to those standards. This role is critical to the ministry of Sky Ranch and contributes directly to our mission of leading youth and families to know and follow Christ.

### **A DAY IN THE LIFE**

(The legal term is "essential functions." That just doesn't sound as fun!)

Every day, you'll build relationships with COR leadership and assist them in leading and managing their cabins. No two days will ever be the same at camp, and there's no way we could possibly list everything you'll experience! Here's just a glimpse of the most important responsibilities you'll have:

**Daily Operations** – You'll do whatever is needed to ensure camp is a fun, safe place where God is glorified. Here's what that looks like:

- Assisting and leading COR members in the set up and execution of all soft programming, including night events, pow-wow, lodges, meal-time atmosphere, cabin competitions, and program specific teaching.

**Spiritual Encouragement** – You'll be responsible for creating an atmosphere and delivering programs that nurture spiritual growth for campers, staff, and COR.

- Pursuing your own relationship with God.
- Demonstrating selflessness, being willing to serve where needed, wholeheartedly, without hesitation.
- Exhibiting a Christ-like attitude and genuine concern for campers and counselors, displaying the qualities taught in Bible studies and devotionals.
- Faithfully attending Community Group each week.

**Organization and Administration** – You'll get to keep track of your programming budget, manage COR through accounting procedures, and assist with miscellaneous administrative tasks that often come up.

- Completing and submitting routine forms satisfactorily and in a timely manner.
- Managing COR as they plan and execute routine procedures for meal time, song time, health center operations, cabin clean-up, registration day, rodeo day, special events, etc.; ensuring policies and procedures are followed and that the results meet or exceed Sky Ranch standards.
- Fulfilling other duties assigned by summer camp leadership in compliance with Sky Ranch policies and procedures.

Customer Service -You'll ensure that our campers and camper parents experience the "WOW" factor and are served in a way that reflects our desire to serve them as well as our appreciation for them and meets or even exceeds their needs and expectations.

- Treating ALL our guests, both campers and their family members, with gentleness, kindness, fairness, respect, and eagerly seeking to meet their needs.
- Bringing to the attention of the Camp Director ANY situation where we fail to serve or please a guest.

Other important responsibilities are to maintain compliance with all employee policies and procedures established for Sky Ranch, maintain compliance with all state and federal laws and regulatory requirements, and perform other tasks requested of you with a fantastic, spirit-to-serve attitude.

## WHAT YOU'LL NEED

EVERYONE who works at Sky Ranch needs to have a current MinistrySafe / Child Advocacy Certification. Don't worry, we'll provide that for you if you don't have it already!

You'll also need to exhibit the following character traits, knowledge, and skills. You'll have to show up with these - we can't get them for you.If you can check these boxes, you're good to go:

- Committed follower of Jesus Christ, and willing to sign the Sky Ranch Doctrinal Statement
- Committed to providing excellent customer care and willing to contribute to the mission of leading youth and families to know and follow Christ
- Ability and desire to keep kids safe, as well as care for them physically, emotionally, and spiritually
- Ability to abide by rules and regulations
- Willingness to abide by the Sky Ranch cell phone policy.
- Excellent communication skills (verbally interacts with campers, parents and staff, and writes evaluations and letters to campers)
- Respect for authority
- Flexibility and adaptability when things change or go in a way that is not expected
- Strong moral compass, rooted in Biblical principles
- Ability to solve problems
- Ability to provide spiritual leadership through Bible study and mentoring/equipping staff
- Knowledge of and ability to abide by workplace safety procedures
- Excellent hygiene and willingness to comply with the dress code
- Works well under pressure
- Creative
- Humble
- Desires to grow and be challenged
- Well-organized
- Responsible and FUN!

## **MORE LEGAL STUFF**

FLSA Status: Exempt

Department: Summer Camp

Reports to: Year-Round Summer Camp Managers

Physical Demands:

- 100% - Stands and walks long distances across camp during entire shift
- 90% - Verbally communicates with campers, staff and parents
- 75% - Reaches, bends and stoops to retrieve items or participate in camp activities
- 75% - Participates in all camp activities.
- 20% - Carries 50 lbs.
- 20% - Climbs ladders during activities and to reach top floor lodging
- Hazards may include, but are not limited to, slipping, tripping, environmental, and risks associated with working around and with equine activities.
- Frequent washing of hands.

## **EVEN MORE LEGAL STUFF!**

(Limitations and Disclaimer)

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

Continued employment remains on an "at-will" basis.