



SKY RANCH OPERATIONS TEAM



WHAT YOU'LL GET TO DO

The Camp Operations Team reports to the Camp Director and delivers operational excellence while serving campers, guests, and staff. 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 serve in various areas of camp. 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 provide support in areas such as Guest Services, Summer Camp, and Operations. Here's what that looks like:

- Mail Room
 - Organizing mail, keeping each item in order by day and cabin, and accurately delivering mail to the correct cabin.
 - Delivering letters and packages timely to cabins and counselors.
 - Organizing and delivering timely all camper gifts and camper tees.
 - Supporting retail in the timely delivery of Sky Packs.
- Lost and Found
 - Collecting, organizing, and returning as many lost items as possible.
 - Collecting lost items from activities each night and cabins each week.
 - Depositing unclaimed/unlabeled items at Goodwill.
- Paperwork
 - Assembling all paperwork for counselors and compiling all data each week for surveys.
 - Stuffing and delivering all packets to counselors.
 - Organizing and documenting returned data weekly.
 - Submitting master copies of surveys from each cabin weekly.
 - Generating reports and final accumulation of data in the Journal.
- Operations
 - Setting up for Sunday Arrivals and Saturday Shutdowns.
 - Supporting Van Operations team as needed.
 - Assisting with late camper arrivals and early departures as needed.
 - Fulfilling necessary duties after hours as needed.
- Interdepartmental Relationships
 - Creating and fostering productive personal relationships with other departments.
 - Keeping lines of communication open and honest.
 - Interacting intentionally with full-time and part-time staff outside the department

Spiritual Encouragement – You'll be responsible for assisting counselors in creating an atmosphere and delivering programs that nurture spiritual growth for campers and staff. Good examples of this are:

- Pursuing your own relationship with God.
- Demonstrating selflessness, being willing to serve where needed, wholeheartedly, without hesitation.

- Faithfully attending Community Group each week.

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)
- Ability to solve problems
- Flexibility and adaptability when things change or go in a way that is not expected
- Strong moral compass, rooted in Biblical principles
- Energizing, positive personality
- Respect for authority
- Knowledge of and ability to abide by workplace safety procedures
- Excellent hygiene and willingness to comply with the dress code
- Experience utilizing computers and office applications
- Ability to interact with kids, peers, and adults/family members
- Humble
- Self-motivated
- Well-organized
- Responsible and FUN!

MORE LEGAL STUFF

FLSA Status: Exempt

Department: Summer Camp

Reports to: Operations Manager

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.