



SKY RANCH FAMILY CAMP MANAGER



WHAT YOU'LL GET TO DO

The Family Camp Manager reports to the year-round Family Camp Manager and is responsible for overseeing the Family Camp programs in their entirety. You'll manage the Coordinator and Counselors to ensure the safety, organization, and excellent delivery of these programs. This position 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!)

No two days will ever be the same at camp, and there's no way we could possibly list everything you'll experience as an Assistant Counselor! Here's just a glimpse of the most important responsibilities you'll have:

Daily Operations - You'll make sure family camp runs smoothly each day, according to the daily program schedule and following all standard operating procedures. Here's what that looks like:

- Ensuring the counselors have continuous interaction with their families or MP, by hosting the families during meals, activities, and free time.
- Ensuring all soft programming for Family Camps (night events, free time, crafts, etc.) is facilitated by Coordinators with excellence.
- Assisting with facilitation of activities according to standard operational procedures.
- Arriving on time to meetings, meals, activities, and events and leading these well.
- Ensuring that all staff are also on time and holding them accountable to that standard.
- Scheduling counselors to lead or assist in leading a Bible study each day.
- Encouraging and leading the Counselors and Coordinators in teaching campers about Jesus Christ.
- Managing counselors to ensure that they have the appropriate amount of time off and that any disputes are settled in a biblical manner.
- Purchasing any supplies or materials necessary for Family Camp programs.
- Coordinating with the Quest CO and Sigma Managers for scheduling of camp activities, free time, and night events.
- Communicating to other managers and departments any needs of the program and any exceptions to the usual, day-to-day operations.
- Building the family camp staff into a cohesive team; advocating for their needs
- Leading and training staff when they may need to grow in areas that will allow them to serve guests with excellence.
- Taking directions from managers and any full time staff of Sky Ranch in a prompt and respectful manner.
- Leading the Family Camp Counselors and Coordinators in assisting with other summer camp duties as needed, including but not limited to housekeeping and laundry, and general cleaning of cabins and/or general areas
- Assisting with night events.
- Assisting with serving and cleaning dishes as scheduled.
- Assisting with other camp programs as needed.
- Ensuring a positive attitude for your team in these additional areas.

Spiritual Encouragement - You'll provide a program and environment that nurtures spiritual growth for campers and staff. Here's what that looks like:

- Always striving to be an honest and fair representative of Jesus Christ to your campers and fellow staff members.

- Recognizing God-given opportunities to introduce campers to Jesus Christ as Savior and Lord.
- Pursuing your own relationship with God.
- Demonstrating selflessness, being willing to serve where needed, wholeheartedly, without hesitation.

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 of 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 CPR, First Aid, and AED Certification. We'll provide this for you, too!

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 interact well with kids, peers, and parents/adult family members
- Ability to participate in all camp activities
- 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
- Compassionate
- Responsible

MORE LEGAL STUFF

FLSA Status: Exempt

Department: Family Camp

Reports to: Family Camp 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.