

Operations Director

Job Title: Operations Director

Location: Sinclairville, NY

Organization: Bethany Camp

Summary:

Bethany Camp is seeking a dedicated and experienced Camp Operations Director to oversee the day-to-day operations of our Christian camp and retreat center. The Camp Operations Manager will be responsible for managing multiple teams of people: Full-Time staff, Contract Staff, Seasonal Staff and Volunteers. All these staff work to cover a great number of small roles that make up the big picture of creating an environment for spiritual growth and change among multiple layers of constituents.

Key Responsibilities:

1. Team Management:

- Recruit, hire, train, and supervise multiple teams of staff, including seasonal summer staff.
- Facilitate a discipleship environment and process
- Foster a positive and collaborative work environment among all staff members.
- Provide guidance, support, and performance feedback to all staff members under their supervision.

2. Operations Coordination:

- Oversee aspects of day-to-day camp operations, such as food services, program implementation, and guest services.
- Coordinate with various departments to ensure seamless operations.

3. Communication:

- Serve as the primary point of contact for all staff members, campers, parents, volunteers, and other stakeholders.
- Communicate regularly with staff and the camp leadership (Executive Director and the Board) to provide updates, share important information, and address any concerns or issues.
- Oversee communications with constituents, guest groups, external partners, parents of campers, etc.

4. Logistics Management:

- Manage staff to coordinate food service, housekeeping, facilities, bookkeeping, and other logistical aspects of camp operations.
- Ensure that all necessary supplies and equipment are procured and maintained within budget parameters.

- Develop and maintain relationships with vendors and suppliers.
- Approve spending and purchases when necessary

5. Safety and Compliance:

- Ensure that all camp activities comply with relevant safety regulations and guidelines.
- Develop, implement, and regularly review safety protocols and emergency procedures.
- Coordinate with the Facilities Director to conduct regular inspections of camp facilities and equipment to identify and address any safety concerns.
- Be the point person for all certifications and inspections by various parties.

Qualifications:

- Growing walk with Jesus Christ and a desire to help others do the same.
- Excellent organizational and problem-solving abilities.
- Proven strong leadership and communication skills, with the ability to effectively manage multiple teams of full-time and part-time staff.
- Initiative and ability to be self-directed in work.
- At least 2-3 years of experience in a management or supervisory role.
- Ability to work effectively in a fast-paced and dynamic environment.
- Previous experience working in a camp setting (preferred)
- CPR and First Aid certification (preferred).
- Bachelor's degree in a related field (preferred).

If you need further customization or have any other questions, feel free to ask!