

Presbytery Point Camp and Conference Center

POSITION DESCRIPTION

PPCCC Mission Statement:

Presbytery Point brings together people to learn and grow in the beauty of God's creation by reaching out and welcoming all to join together in faith, fellowship, and recreation.

Position: Camp Manager

Reports to: Board of Directors

Purpose:

The Camp Manager is responsible for providing leadership in administration, programming, staffing and planning; along with being the on-site liaison for visiting groups and organizations.

Essential Duties:

Fiscal Management

Work with the Finance and Fundraising/Marketing Committees to:

- Create and manage the annual budget
- Responsibly oversee the financial operations of the camp
- Create fundraising opportunities
- Provide donor development
- Promote financial long-term stability

Promotion/Outreach

Work with the Board and Fundraising/Marketing Committee to:

- Promote PPCC programs and facilities through effective marketing, public relations, and communications with campers, prospective donors, local schools, PCUSA churches, local organizations and churches in Northern Michigan
- Serve as the spokesperson for PPCC and represent the camp at conferences, events and Presbytery meetings.
- Reach out to the local community to highlight the offerings at PPCC
- Prepare materials for PPCC newsletters
- Partner with other organizations and groups to further the mission of PPCC
- Connect with local neighbors
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Human Resources

Work with the Personnel Committee to:

- Recruit, train and supervise all summer staff, paid and volunteer
- Recruit Spiritual Leaders for each week of PPCC Camp
- Create an atmosphere which promotes learning and growth for all staff members
- Supervise all staff and volunteers in the day-to-day operations of the camp
- Stay up to date on applicable laws and procedures
- Provide annual staff evaluations for all paid staff
- Train visiting organizations and camps on applicable rules and laws regarding staff

Facilities

Work with the Buildings and Grounds Committee and the Board to:

- Provide safe and effective facilities for all camps and visiting groups
- Create a long-term maintenance schedule for renovations and replacement of facilities
- Create and promote work camps for opening and closing of summer facilities
- Create opportunities for mission groups to utilize and serve the camp
- Stay up-to-date on necessary insurance and inspections
- Be on-site host for outside groups utilizing the facilities
- Work with Buildings and Grounds Personnel to maintain a safe and beautiful facility throughout the year

Planning and Administration

Work with the Board to:

- Develop and recommend short-term and long range strategic plans
- Recommend policy changes to the Board that will better fulfill the mission of the camp
- Attend all meetings of the Board of Directors and present a written report at scheduled meetings
- Direct staff meetings and training sessions
- Ensure that PPCCC is adequately insured at all times by a reputable insurance company
- Work with the Presbytery of Mackinac about long range plans for PPCCC

Program

Work with the Program Committee to:

- Provide effective and engaging summer programming
- Research and makes changes to Summer Program based on trends, needs and interests that correspond to the mission of the camp
- Seek out ways to utilize the facilities in the off-season
- Set measurable goals to evaluate effectiveness of each program

Leadership

Work with the Board to:

- Provide open lines of communication between Manager and Board
- Provide excellent supervisory skills with summer staff and volunteers
- Seek ways to provide leadership training and opportunities to the local community
- Strive to always promote the love of Christ to all individuals you encounter

Other Duties: This is a year-round position, exempt, position with the majority of hours worked in the busy summer season. (Mar-Sep 40+ hrs/week, Oct-Feb 20+ hrs/week) However, the manager is also the on-site contact for groups utilizing the facilities in the off-season. It is necessary to perform whatever tasks, duties, and responsibilities that are needed to further PPCCC's mission and ministry with all organizations utilizing the facility.

Evaluation: Performance and position description will be reviewed annually by the Board of Directors and Camp Manager.

Expectations: This is an active position requiring someone who is comfortable both working with the office with computer programs, while also being outside a majority of the time in all types of weather. This individual must be flexible and able to "think on her/his feet" to respond to changing situations. The Camp Manager will come in contact with a variety of groups of all ages and backgrounds. The Camp Manager must feel comfortable communicating with people of different ages and experiences.

Qualifications

- Has the ability to perform duties around the rough terrain of camp
- Is able to travel to recruit campers and staff, promote camp, attend meetings, and cultivate donors
- Communicates clearly, both written and orally
- Exhibits knowledge and background in Outdoor Ministry and Summer Camping

- Is relational and works well with people
- Has a committed relationship to Jesus Christ and willingness to share their faith with others
- Practices discernment, honesty and integrity
- Is computer literate in database management, Word, social media and is willing and able to learn Publishing and Web Design
- Has a drivers license, and pass background checks

Salary

- Salary and benefits are commensurate upon education and experience
- On-site housing available for summer months

This is not a comprehensive list of responsibilities or requirements for the Camp Manager, but provides a guideline of expectations and necessary skills.

For more information please contact:

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