



Canoe Cove Christian Camp

is seeking dynamic, energetic and spiritually mature candidates
for the position of
CAMP MANAGER

Qualifications

The successful candidate will:

- Be an immersed believer in Jesus Christ as the Son of God and a member in good standing of the Christian Church/Church of Christ Fellowship.
- Be spiritually mature, prepared to give an answer to those campers who will ask about his/her faith.
- Agree to abide by the camp's rules and regulations and serve under the direction and supervision of the Board of Directors.
- Be able to work long hours while maintaining a positive attitude.
- Be able to multitask with great deal of flexibility.
- Possess good administrative and communication skills.
- Exude Christ-like character and conduct at all times.
- Be able to relate well to children and adults of all ages.
- Have leadership qualities and be able to work well with, and supervise, others effectively.
- Provide a Certified Police Clearance Certificate to the Board of Directors.

Strong Assets

- A married couple will find it much easier to distribute the workload
- Previous experience as Camp Manager or Program Director
- Experience dealing with youth at camp or in a church leadership role
- Musically and/or athletically inclined
- Life guard certified

Job Description

The successful candidate will:

- Manage the day to day operations of the camp during camping season and during other events held at the camp;
- Act as Business Manager and serve in the following capacities:
 - On Staffing Committees, to oversee the hiring of all staff, including Program Directors, Kitchen Managers, and Counselors, both paid and volunteer ;
 - Purchasing supplies for camp for day to day operations, and to work with Kitchen Manager to order food and other supplies;
- Act as Registrar, receiving applications for camp, and addressing questions from parents;
 - Arrive at camp 2 hours before camp registration;
 - Be at Registration at beginning of each camp and keep records of campers and vital information;
- Provide supervision and guidance to the Kitchen Manager, Program Directors and other staff;
- Ensure camp rules and regulations are adhered to, and provide proper discipline where necessary in accordance with child/staff interaction policy;
- Address any physical or emotional problems campers may experience, which cannot be addressed by the Program Director;
- Participate in camp activities, as time permits;
- Oversee camp clean-up at the close of camp;
- Report any unusual circumstances, repair needs, etc. to designated individuals of the board;
- Work with volunteer staff each week;
- Advertise and promote camps, including sending information to churches and/or schools;
- Organize camp orientation week;
- Attend staff meetings as required;
- Remain on campground daily throughout the camping weeks.
- Ensure facilities and equipment are properly cared for during camping weeks.
- Perform other duties as required (full description to be provided).
- Attend Board Meetings (including Annual Meetings) and provide updates if requested to do so;
- In all operations and purchasing for the camp, be financially responsible to ensure lowest prices.

Accountability: Camp Board of Directors

Compensation: TO BE DETERMINED

CLOSING DATE: March 31, 2009

E-mail: Board@canoecovechristiancamp.org

"Be shepherds of God's flock that is under your care, serving as overseers - not because you must, but because you are willing..." 1 Peter 5:2