



Operations Manager – Job Description

Wisconsin Christian Youth Camp
Black River Falls, WI

Note: The duties listed below are to give prospective applicants a better understanding of the position. This is not a comprehensive list of job duties.

Position Title: Operations Manager for Wisconsin Christian Youth Camp, (a Wisconsin based, non-stock, non-profit, religiously affiliated Corporation, hereafter referred to as WCYC)

Employment status

- a. Being present and engaged during the 10-week summer camping session, which includes housing and associated expenses as part of the compensation based on the requirement to live in the designated residence at WCYC.
- b. Part-time in the off-season, meaning the Operations Manager may seek other employment subject to that employment not interfering with the core responsibilities of the Operations Manager, particularly the requirement to be on site and actively engaged during the core summer camp sessions.

Responsibilities of the Operations Manager

A. Management and Maintenance of the Camp

- a. Work with the appropriate Board Committee(s) to develop and execute the plan for maintaining the camp facilities and resources including cabins and buildings, access and approaches, sports and recreational facilities, fire circles and all other usage areas.
- b. Keep the landscape around the OM residence and core buildings neat, well maintained and presentable for visitors to the camp at all times.
- c. Regularly manage and remove all garbage, trash and debris from the camp.
- d. Ensure that vegetation is cleared away from camp buildings for safety and fire prevention, consistent with the Facility Safety and Emergency Response Manual.
- e. Utilize volunteer and all available resources to orchestrate and coordinate the maintenance and management of the facilities.
- f. Maintain positive relationships with local utility and service suppliers to help ensure appropriate responsiveness and an understanding of emergency procedures and access options.
- g. Work with the appropriate Board Committee(s) to identify and develop long term facilities plans and new or upgraded resources capabilities.
- h. Coordinate with the Board on fund raising.
- i. Collaborate with the Board and coordinate Board approval for the use of funds
- j. Timely report any problems, needs, or issues to the WCYC Board.



B. Camp Sessions and WCYC Sponsored Events

- a. Oversee and approve the preparation and readiness of the camp each Spring for opening of the Summer Camp Sessions.
- b. Inspect and sign-off on operational readiness of all cabins and camp facilities based on WCYC and State of Wisconsin requirements and regulations.
- c. Work with the Board Operations Committee and with the Session Directors to develop and agree on the overall plan for supporting camp sessions, including assigning cabins, ensuring that the kitchen is ready and maintained, and supporting the Registrar. Be present and work with the Session Directors for each camp session, although as noted below, as Operations Manager and not directly as part of the session staff.
- d. The Operations Manager is not expected or required to work on the staff of any of the camp sessions.
- e. Support other official WCYC sponsored sessions such as the Youth Retreat, Preachers' Retreat, Winter Retreat, and Work Days/Camps.
- f. Winterize the camp after the last official sponsored event.

C. Non-core WCYC Camp Usage

- a. Approve, register and collect applicable fees.
- b. Inspect the buildings, grounds, facilities before and after usage.
- c. Deposit all camp usage fees and other funds to the general checking account, coordinated with the Treasurer.
- d. Be present and assist, as necessary or agreed to, with any usage of the camp, including being present during hunting season to ensure safety and coordination of hunting activity.
- e. Work with the Board to set and manage usage fees.
- f. The Operations Manager is expected to maintain visible and active participation in church and a Christian lifestyle.

D. Board Related Interface

- a. The OM is expected to routinely attend the Board of Directors' Meetings, including the Annual Meeting.
- b. The OM is expected to support and abide by Board decisions.
- c. The OM is to maintain membership lists.
- d. Coordinate with the Board on maintenance or development.