



ASPENDALE MOUNTAIN RETREAT CENTER

ASSISTANT CAMP DIRECTOR

JOB DESCRIPTION

Classification: Full Time

Reports to: Camp Director

Direct Reports: Summer/Part time Staff/Contractors

Pay: \$22,000—\$28,000 plus housing package (\$18,000-\$24,000)

POSITION PURPOSE

The Assistant Camp Director works to further the mission of Aspendale through biblical leadership, camp logistics, operations and programming, along with staff training, bible studies and devotions and assistance with overall camp operations and marketing at the direction of the Camp Director.

ESSENTIAL JOB FUNCTIONS.

Assist the Camp Director with operation of the camp:

- Conduct regular needs assessments to ascertain potential issues with the camp.
- Manage budgets and work with the director on planning for upgrades or issues as they arise.
- Source the services of professionals and work with contract workers as required for the project (HVAC, plumbers, etc)
- Schedule the cleaning and maintenance of buildings, amenities, and grounds.
- Implement security measures within campgrounds.
- Ensure regulations are met.
- Resolve customer concerns in regards to facilities and grounds.

Assist the Camp Director with administration and communication around the logistics of the camp.

- Take bookings and communicate with those inquiring about bookings.
- Provide customer service for those who have already booked.
- Invoice for camps and follow up with customers to ensure a seamless customer experience

Assist with the supervision of hired staff (summer, part time, and contractors) and the day to day logistics and operations

- Lead daily/weekly/monthly meetings with staff to include a bible devotional and training sessions.
- Schedule and plan staffing for activities/kitchen/housekeeping needs.
- Be acting director when the camp director is off site.
- Support staff and the camp director with team building, conflict resolution, and feedback.

Assist with Marketing, Communications and Fundraising for the camp for both customers and donors of the camp.

- Compile photos and news for the monthly newsletter.
- Compile new contacts to add to both mail and email lists.
- Update information online and in print formats as needed.
- Help Camp Director with marketing of camp and outreach to potential clients/donors, either through visits to churches or camp tours for those who visit the camp.

And others as assigned by the Camp Director.

QUALIFICATIONS

- Identify with the Bible Teachings of a New Testament Church and be comfortable leading bible studies and managing people from a biblical perspective.
- Minimum of 1-3 years supervisory experience or experience leading groups.
- Minimum of 2-4 years in customer service or related fields.
- Comfort with multitasking and problem solving.
- Strong communication skills both written and public speaking.
- Organized and able to consistently complete work and communication in a timely manner.
- Ability to be flexible and adaptable.
- Physically able to operate basic equipment and help with site maintenance is preferred.
- Experience creating schedules, running meetings, and delivering feedback to staff
- Member of a church and regular attender.

References required—one must be the pastor of your church. Applications can be sent to info@aspendale.org