



RESIDENT MANAGER: Job Description

Overview of Position:

Serve as the Resident Manager for Camp Lake Louise, Boyne Falls, Michigan and perform related work as required.

Distinguishing Features:

A deep personal commitment to Jesus Christ that involves continued personal spiritual growth and a call to the ministry of Christian camping. The Resident Manager performs the necessary duties for programming, management, and promotion of the camp. Procedures are governed by policies executed by the Board of Directors, as well as qualifications outlined by Michigan DSS Rule 109(1) and must be executed accordingly. The work is performed under the general supervision of the Camp Lake Louise Board of Directors (Board).

General Areas of Responsibility

- ▶ Be responsible for day-to-day operation of the camp and for development of the camp ministry
- ▶ Live on site in housing provided during camp season
- ▶ Will be on site during camp season. In the event Resident Manager must be off site for more than five consecutive days, he/she will schedule a person to supervise the camp in his/her absence and will notify Board chair of absence
- ▶ Serve as an ex-officio Board member and provide Resident Manager's report in preparation for quarterly Board meeting
- ▶ Provide a regular report to ABC-MI Executive Minister and CLL Board Chair

Essential Functions: (including but not limited to)

- ▶ Christian vision and leadership –develop and implement activities for staff emphasizing spiritual accountability
- ▶ Supervision of employed staff
 - Ensure fulfillment of job description for each category of staff
 - Recruit, employ, train and evaluate staff
 - Maintain personnel record for each staff person
(including application, references, criminal clearance documents, health records, other documents as identified/needed)
- ▶ Supervision of volunteers
 - Create job description for each type of volunteer position
 - Recruit, employ, train and evaluate volunteers
 - Maintain personnel record for each volunteer
(including application, references, criminal clearance documents, health records, other documents as identified/needed)
- ▶ Programming
 - Work with Board to determine ministry goals for overall camp program
 - Evaluate current program(s) in regard to effectiveness in achieving set ministry goals
 - Develop new programs to strengthen/expand the camp's ministry
 - Provide site recommendations and facility use to the Board

- ▶ Budget/finance
 - Assist the Board in the development of an annual budget
 - Provide financial records to the treasurer on a monthly basis

- ▶ Licensing
 - Maintain files, documents and equipment necessary to meet all state regulations for licensing
 - Supervise any improvements or upgrades required by the County Health Department, State Fire Marshall, Department of Social Services (n/k/a Department of Human Services), or Federal Government Commodities.

- ▶ Promotion /Marketing
 - Promote the camp through contacts with churches, conferences, youth groups, and other groups (especially during “off-season”)
 - Create and maintain promotion materials (including photographs, videos, etc.).

- ▶ Fundraising
 - Lead fundraising process; assist the Board with identifying new donors and sources of revenue
 - Donations/contributions (cash, in-kind)
 - Send acknowledgement and thank you to those making donations/contributions (both cash and material gifts)
 - Provide a monthly record of donations to treasurer or treasurer’s delegate, i.e., registrar/bookkeeper

- ▶ Site Maintenance
 - Oversee the maintenance of facilities
 - Develop and implement short range and long range improvements of grounds, buildings and equipment
 - Maintain accurate inventory of camp property

Required Knowledge, Skills and Abilities:

- ▶ Knowledge
 - A working knowledge of Camp Lake Louise policies and procedures
 - A working knowledge of State of Michigan camp operation requirements

- ▶ Skills
 - Excellent written and interpersonal communication skills
 - Ability to follow complex oral and written directions
 - Ability to relate well with others as a supervisor and as a colleague
 - Good judgment, tact and courtesy
 - Proficient in Microsoft Office, including Microsoft Word, Microsoft Excel, Microsoft PowerPoint
 - An understanding of basic financial accounting and bookkeeping

Accountability:

The Resident Manager is accountable to the Camp Lake Louise Board of Directors, corporately and to individual board members relating to their area of specialty, and to the Executive Minister of the American Baptist Churches of Michigan or his/her designee.

Qualifications:

- ▶ Must be 21 years of age.
- ▶ Must meet or exceed qualifications outlined by Michigan DSS Rule 109 (1).
- ▶ Bachelor’s degree and/or five years of previous camp leadership experience
- ▶ Must possess a valid driver’s license
- ▶ Willingness to gain additional professional training and certifications as required

Physical Requirements:

The ability to work long hours during the camping season, and be on call 24 hours per day

The ability to sit or stand for prolonged periods of time

The ability to climb stairs and ladders

The ability to lift 50 Lbs.

With training, properly operate camp mechanical equipment, power boat, tractors, mowers, etc.

Note:

Please note that Camp Lake Louise operates as a non-denominational camp with Baptist roots. Our mission at Camp Lake Louise is to provide a place where campers can come to know God, love God, and learn to serve God through developing faith in Jesus Christ. We ask that you do not emphasize or denounce any particular Christian denominational beliefs, but rather that you present the campers with the Gospel of Jesus Christ and practical ways that they can live out their faith. If a camper approaches you about an apparent controversial topic between denominations, encourage that camper's desire to know more, but tactfully encourage him/her to discuss the matter with his/her home church pastor or parents.

By signing below, I attest to having read the above job description and agree to work within the boundaries set forth by Camp Lake Louise. I understand what is expected of me and agree to fulfill these duties to the best of my abilities.

I _____ have read the above Job Description and agree to fulfill all duties of the Resident Manager.

Signature

Date