Oak Hills Fellowship

Job Description

Position Title: Operations Director  
Department: Camp Oak Hills  
Position Status: Missionary  
Reports To: Camp Director  
FLSA Status: Exempt  
Last Revision Date: 10/24/2014

General Summary:

An individual in this position may be called upon to do any or all of the following essential functions. These examples DO NOT include all of the duties which the individual may be expected to perform.

Primary Responsibilities:

Personal
1. Be a witness for Jesus Christ in all words and actions, and share Christ’s love with the public, campers, and staff to reflect favorably upon the Lord and Camp Oak Hills.
2. Develop a Christ-like, servant atmosphere in the work area.
3. Aid in keeping the work area clean and orderly at all times.
4. Strive to fulfill the expectations for Christian conduct as laid out on page 6 of the Oak Hills Fellowship Employee Policy Manual.
5. Read, understand, and operate from the Employee Policy Manual.
6. Develop and operate from an annual “performance evaluation”.
7. Develop and operate within an approved budget.

Staff
8. The annual written evaluation of all staff for whom this position is responsible.
9. The hiring of all seasonal support staff.
10. Train and supervise all seasonal staff responsible to the operations director.

Camp Operations
11. The food service department.
12. Camp stores.
13. Registration process for camp-sponsored resident camps.
14. Accommodations
15. Office services
16. Accounting & Deposits (limited since Oak Hills Christian College provides primary accounting services)
17. Database maintenance

Guest Services
18. Year-round booking of all groups and guests at camp, including rental groups, work teams, and adult volunteers.
19. Contracts and collection of fees from guest.
20. Communicate regularly with all guests (both individual and groups) while they are in camp, ensuring that they are adequately cared for.
21. Maintain communication between guests and camp staff/departments, keeping staff informed of procedures, plans and activities related to this position.
22. In conjunction with the camp director, develop a five-year long range plan and calendar for the use of the facility, to be updated yearly.
23. Develop an ongoing system of evaluation and record keeping for all guest groups.
24. Ensure that the camp’s rental policies are effectively accomplishing the camp’s objectives.
25. Ensure that the camp facilities are ready for guests coming into camp.
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Shared Responsibilities
These are areas that all camp staff are responsible to be a part of as needed:
1. Safety
2. Volunteer Care
3. Food Service
4. Cleaning
5. Hosting
6. General Maintenance

Education Requirements:
1. Education - college degree in a Christian camp/ministry field.

Experience Requirements:
1. Has had previous camp leadership responsibility in operations or guest services.

Required Knowledge, Skills, Abilities and Minimum Qualifications:
1. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him. Desires to serve Jesus Christ as part of a team.
2. Is in agreement with the Camp Oak Hills’ philosophy and policies.
3. Is eager to learn and serve, and shows a consistent walk with God.
4. Is willing to forego personal rights for the common good of the camp and campers.
5. Is able to work with and supervise campers, staff, and volunteers in a cooperative, flexible, and encouraging manner.
6. Is moral and ethical in all personal and business-related matters. By nature is a self-starter and must have discipline in management of work time. Observes what needs to be done with a sense of responsibility to do it. Able to accept and implement directions in a timely and expedient manner.
7. Is able to keep track of many details and has high standards in cleanliness and orderliness.
8. Good computer skills, able to use word processing, spreadsheets, and databases. Able to type 40 wpm.
9. Good personal communication and phone skills.

Supervisory Responsibilities: yes

Working Environment:
1. Monday – Friday
2. Weekends as needed
3. Special Events as needed
4. Some travel required

Physical/Mental Requirements:
1. Good physical health
2. Ability to work in high stress situations
3. Ability to handle highly emotional situations
4. Able to lift and carry 30 pounds
5. Able to keyboard up to 8 hours per day
6. Able to sit up to 8 hours per day
7. Neat and clean in appearance