


<b>Church or Organization *</b>	Somerset Beach Campground
<b>Primary Contact Name</b>	Dave Luke
<b>Primary Contact Email *</b>	<a href="mailto:dave@somersetbeach.org">dave@somersetbeach.org</a>
<b>Primary Contact Phone</b>	(517) 688-3783
<b>Primary Contact Title</b>	Executive Director
<b>Primary Contact Address</b>	 PO Box 307 Somerset Center, MI 49282

Somerset Beach Campground has an opportunity for a seasoned Director of Operations with experience in campground management.

As the Director of Operations you would be responsible for daily operations of campground

The Director of Operations will ensure that Camp's programs and facilities support the Camp's ministry to glorify God through Christian camping, and be fully devoted to the camp's mission "to create opportunities for people to experience God".

Ideal candidates will be problem solvers who are self-motivated, hard-working and organized with the ability to lead and work well with others.

### **Key Technical Skills & Knowledge**

#### **Skills**

- Strong organizational, motivational, and leadership skills
- Excellent communication, customer service, and problem-solving skills
- Ability to multitask and prioritize
- Basic bookkeeping skills
- Adept at project and budget management
- Possess good verbal and written communication skills
- Basic computer skill with a word processor, spreadsheet and web browsing

## **Responsibilities**

- Hire, train and evaluate personnel to operate the campground with a customer friendly high energy attitude.
  - Implement, manage, and monitor programs, policies and procedures that meet youth camp safety standards
  - Responsible for overseeing and maintaining campground certifications, and operational permits.
  - Implement and maintain emergency and safety procedures
  - Respond to incidents and resolve problems
  
  - Evaluate operations and equipment to identify unsafe conditions and to implement safeguards and solutions
  - Ensure all team members are aware of safety requirements and follow safety procedures.
  - Responsible for establishing standards and setting expectations
  - Coordinate and oversee various projects from start to finish
  - Learn to utilize the campground reservation system
- Education and Experience
- At least Twenty-one years of age.
  - Experience in managing schedules and working with staff.
  - Experience in customer service, hospitality, and management
  - Ideal candidate will have eight weeks or more of full-time experience working with youth between the ages of 8-17.
  
  - Ideal candidate will have four weeks or more of full-time experience in camp administration or related program
  - First Aid/AED/CPR certification, or ability to obtain upon hire

## **Qualifications**

To perform this job successfully, an individual must be able to work on-site at the Somerset Beach Campground in Michigan and perform each duty mentioned satisfactorily.

## **Personal Characteristics**

Must be able to interact with children of all ages, teens, and adults of all ages. A clean, neat appearance and a pleasant personality supportive of the Campground's mission are essential. Participate outside of formal work responsibilities, in a regular organized

program of worship. Have a sincere love for the Lord and desire to see campers come to know and grow in Him.

Interested individuals should submit a letter of interest and resume to [dave@somersetbeach.org](mailto:dave@somersetbeach.org).

We intend on closing this posting and no longer accepting applications as of Saturday, December 31, 2022

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