



SEASONAL CAMP OPERATIONS MANAGER JOB DESCRIPTION

TITLE: Camp Operations Manager

SUPERVISOR: Director of Camp Davis

DEPARTMENT: Camp Davis & Children's Services

CLASSIFICATION: Full Time; Hourly; Seasonal March-July

PURPOSE:

The primary purpose of employees in this class are to be an integral part of the Camp Davis administration team. They ensure smooth program logistics, communication with parents and children, scheduling, and functioning of day-to-day operations. Oversees daily staff supervision and safety protocols including managing facilities, implementing safety policies, and handling logistics.

MINIMUM QUALIFICATIONS:

- Experience in camp or youth program management, with at least 2 years in camp leadership.
- CPR and First Aid Certification; or willingness to obtain.

PHYSICAL DEMANDS:

- Ability to lift up to 50 pounds.
- Ability to maintain alertness while sitting, standing, or walking for various lengths of time.
- Extended exposure to sunlight and heat.

DUTIES & RESPONSIBILITIES:

- Communicate and interact regularly with parents and children, fostering strong relationships and addressing inquiries.
- Will support the Director of Camp Davis to ensure the compliance and maintenance of all Department of Human Services, American Camp Association, and ADA standards including policies, procedures, records, and documentation.

- Helps ensure that all camp structures, equipment, and groups are safe, clean, and operational.
- Manages inventory, coordinates food service/catering, and handles logistics for service.
- Implements risk management procedures, maintains medical forms, and ensures compliance with safety standards.
- Coordinates schedules, manages camper records, and troubleshoots operational issues.
- Oversee weekly newsletters and weekly parent communications.
- Other duties as assigned.

CRITERIA FOR SUCCESS:

- Communicates with leadership effectively and in a timely manner.
- Uses excellent customer service skills in order to build a rapport with members, guests, and staff.
- Acts as a professional and responsible member of staff to the Camp Davis and Children's Services Committee as needed.
- Works with other Gordon JCC departments to enhance activities and programs.
- Facilitates a positive growth image of the Gordon JCC in the Community.