

## **HARRIS BAPTIST CONFERENCE AND RETREAT CENTER CAMP MANAGER RESPONSIBILITIES**

The Camp Manager is responsible for the total camp operation. He/she will delegate supervisory responsibility where appropriate, but ultimately he/she must be accountable for all management practices. This position is a full-time salaried position.

The deadline to submit your application is **January 31**

### **The Camp Manager will be expected to:**

Work with and communicate with all camp personnel by having regular staff meetings.

Report to and meet with Board of Trustees quarterly and/or as needed.

Seek the Board's advice and approval on all major decisions.

#### Promotion:

Attend and report at all the various meetings of the three associations.

Travel and visit with area pastors and churches to promote the camp.

Be willing to speak when invited.

Prepare and distribute a camp newsletter and promotional materials.

#### Programming and Scheduling:

Promote and plan summer camps as well as special retreats.

Encourage and enlist Christian groups to use the facilities throughout the year.

Manage the calendar, scheduling bookings of the camp.

#### Financial:

Prepare budget and fee rates in conjunction with the Board.

Handle the finances – collect all receipts, pay bills, payroll, payroll taxes, maintain payroll records, maintain the checkbook.

Prepare monthly and quarterly financial statements to be presented to the Board.

#### Food Service:

Supervise all food service responsibilities.

Hire food service personnel.

#### Housekeeping:

Supervise all housekeeping responsibilities.

Hire housekeeping personnel.

#### Other Personnel:

Hire temporary employees.

Encourage volunteer workers.

A house, with utilities paid by HBCRC, is provided to the Camp Manager and family.

The Camp Manager will also be asked to fulfill any other responsibilities as directed by the Board of Trustees.

The Camp Manager and family must become active members of a local Southern Baptist church within a reasonable time after employment.

---

## **HARRIS BAPTIST CONFERENCE AND RETREAT CENTER CAMP MANAGER JOB QUALIFICATIONS**

Dedicated Southern Baptist Christian with a heart for camp ministry

Camp management experience a plus

Excellent people and supervisory skills

Excellent organizational skills

Experience with financial matters preferred

Good public relations skills

Computer literacy preferred