

Site Administrator Position Description:

Camp Henry Mission Statement:

To provide life changing experiences for all in a Christian environment

Site Administrator reports to the Executive Director

Primary Responsibility: To provide administrative leadership in the areas of Facilities, Food Service, and Housekeeping and to help enhance the camper and guest experience.

The Site Administrator position is primarily an administrative and leadership position. The Site Administrator serves as a member of the Camp Henry Executive Leadership Team along with the Executive Director, Camp Administrator, and Program Administrator.

The Site Administrator will support the work of Camp Henry's Facilities Director, Food Service Director, and Housekeeping staff.

Camp Henry has experienced incredible growth and been very successful over the past six years. We have been able to invest over \$5.5 million to significantly enhance and expand our facilities at camp.

In addition, we have had growing summer camp enrollment for several years in a row, serving over 2,100 summer campers in 2022 – and we are already nearly sold out for the summer of 2023.

Our goal is to maintain our incredible positive momentum with our summer camp program and to continue to retain over 80% of our year round guest groups while also recruiting several additional new groups.

We are excited to welcome a new Site Administrator to join our year-round staff of 17 members as we look forward to challenging Camp Henry's potential and the exciting opportunities ahead.

Tasks and Areas of Responsibility:

1. Provide Administrative Leadership for Facilities, Food Service, and Housekeeping.
2. Provide leadership within these areas including:
 - a. Supporting, encouraging, and pouring into all staff members within these areas
 - b. Budget development and oversight
 - c. Staffing (recruiting, training, hiring, supervision) and staffing schedules
 - d. Prioritizing projects and resources
 - e. Helping to secure and obtain the resources needed for these areas of camp to thrive
 - f. Establishing benchmarks and standards for excellence
 - g. Enhancing communication between staff members and departments at camp
3. Serve on the Camp Henry Executive Leadership Team
4. Provide leadership, support, guidance, and encouragement to all Camp Henry staff members
5. Help increase and enhance Camp Henry's involvement and engagement with volunteers and community members



6. Assist with creating the vision for Camp Henry's future
7. Establish specific and measurable goals and objectives that will assist Camp Henry in meeting Camp Henry's overall strategic goals
8. Maintain a strong presence at Camp Henry and serve as a primary resource for other staff members as well as campers and guest
9. Enhance the camper experience, in particular as their experience is impacted by our facilities, food service, and housekeeping
10. Exceed the expectations for existing groups while working to retain as many groups as possible
11. Prepare all staff members to anticipate and exceed camper and guest expectations
12. Help coordinate and communicate the needs of all groups to facilities, food service, and housekeeping staff members
13. Help establish policies, procedures, and standards that will help Camp Henry consistently provide high quality facilities and experiences
14. Obtain certifications and trainings (ServSafe, Commercial Driver License, etc...) that will help support and inform this position
15. Help ensure that all ACA and State of Michigan standards and policies are known by all staff members and followed
16. Assist with seeking opportunities to expand Camp Henry programs aimed at serving our core audiences – summer campers, youth groups, retreat groups, school groups, and family camps
17. Support Camp Henry's fund development efforts
18. Support and foster Camp Henry's relationship with Westminster Presbyterian Church and its' members
19. Contribute in a positive way to the Camp Henry staff community
20. Other duties as assigned

Compensation & Benefits

Salary	<p>\$42,000 - \$45,000 if living on-site DOE</p> <p>\$52,000 - \$55,000 if living off-site DOE</p>
Benefits	<p>Employee Benefits</p> <ul style="list-style-type: none"> ● Individual coverage for Health Insurance and Dental Plan ● FLEX or FSA plan available for employee to designate salary deduction for pre-tax medical expenses ● Earned Time Off (ETO), 18 days annually ● 8 paid holidays annually ● Retirement contribution after one year of service <p>Available at employee's expense</p> <ul style="list-style-type: none"> ● Double or family coverage for Health and Dental plan ● Vision plan for any member of employee's family ● Life insurance ● Long Term Disability Insurance

Meals	Meals are provided by Camp when food service is provided for summer camp or retreat groups.
Mileage	Mileage provided when personal vehicles are used for work related driving at rate set by Westminster Presbyterian church - reflective of current IRS mileage reimbursement allowance.

We are excited to welcome a new **Site Administrator** to join our year-round staff as we look forward to the exciting opportunities ahead.

Interested applicants should send a cover letter and resume to Jake, Executive Director, jake@campheny.org