

## **Operations Director Position Description:**



Camp Henry Mission Statement:

*To provide life changing experiences for all in a Christian environment*

Operations Director reports to the Camp Administrator and Executive Director

**Primary Responsibility: To provide administrative leadership in the areas of Facilities, Food Service, Volunteers, Health Services and Housekeeping, helping to enhance the camper and guest experience.**

The Operations Director position is primarily an administrative and leadership position. The Operations Director serves as a member of the Camp Henry Leadership Team along with the other eight Directors and Executive Leaders at camp.

The Operations Director will support the work of Camp Henry's Facilities Director, Food Service Director, Volunteer Manager, Health Center and Housekeeping staff.

Camp Henry has experienced incredible growth and been very successful over the past several years. We have been able to invest over \$10.5 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. We anticipate serving over 2,200 summer campers and an additional 10,000+ year round retreat guests in 2025 – and we are already nearly sold out for the summer of 2026.

Our goal is to maintain our incredible positive momentum with our summer camp program and to continue to retain over 85% of our year round guest groups while also recruiting several additional new groups.

We are excited to welcome a new Operations Director to join our year-round staff of 20 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, Volunteers, Health Services 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 Leadership Team
4. Support and assist with the Projects to be completed through our current EXTEND Capital Campaign.

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

## Compensation & Benefits

<b>Salary</b>	<p>\$41,000/year with On-Site Housing (valued between \$6,000 - \$9,000 per year)</p> <p>\$46,000/year without On-Site Housing</p>
<b>Benefits</b>	<p>Employee Benefits</p> <ul style="list-style-type: none"> <li>● Individual coverage for Health Insurance and Dental Plan</li> <li>● FLEX or FSA plan available for employee to designate salary deduction for pre-tax medical expenses</li> <li>● Earned Time Off (ETO), 18 days annually</li> <li>● 8 paid holidays annually</li> <li>● Retirement contribution after one year of service</li> </ul> <p>Available at employee's expense</p> <ul style="list-style-type: none"> <li>● Double or family coverage for Health and Dental plan</li> <li>● Vision plan for any member of employee's family</li> </ul>

	<ul style="list-style-type: none"> <li>• Life insurance</li> <li>• Long Term Disability Insurance</li> </ul>
<b>Meals</b>	Meals are provided by Camp when food service is provided for summer campers or retreat groups larger than 30.
<b>Mileage</b>	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.

Previous supervision, management, and Christian camping experience preferred. Start date negotiable, yet ideally September, 2025.

We are excited to welcome a new **Operations Director** 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@camphenry.org](mailto:jake@camphenry.org)