



OPERATIONS MANAGER - Job Description

Reports to: Executive Director

Overview: The Operations Manager is the hub of camp operations supporting finance, maintaining records, providing human resources, managing technology, coordinating vendor relationships and supporting resource planning, including, but not limited to, the following:

General Duties:

Human Resources

- Maintains human resource systems for implementation in partnership with appropriate supervisory staff. This includes: recruitment, interviews, candidate selection, onboarding, disciplinary action, benefits, payroll, and exit interviews.
- Maintains current and historical secure employee files
- Coordinates payroll and benefits with appropriate personnel at the Episcopal Diocese of Los Angeles
- Enrolls employees and monitor employee health insurance and other benefit policies, make appropriate reports, and collaborate with Executive Director and Board when changes are needed, required, or suggested
- Assists directors to maintain Camp Stevens Staff Handbook in accordance with the policies of the Episcopal Diocese of Los Angeles
- Supports the planning, development and implementation of staff training and retreats.
- Provides support and assistance with benefits questions and needs.

Operational Systems

- Manages information systems including, networks, internet, and computer hardware and software.
- Manages and maintains office phone system, printers, copiers, camp internet, and other technology as appropriate
- Provides training and development to staff regarding computer and camp technology and systems.
- Manages vendor relationships.
- Manages and maintains centralized files, records and information.
- Evaluates potential bids and provides compliance information for projects in collaboration with department directors.

Finance Support

- Assists executive director regarding financial maintenance including bank deposits and other financial records and supports preparation for the annual audits.
- Maintains up-to-date and accurate records and file systems
- In collaboration with the executive director, manages the annual update of camp insurance coverage.
- Provides appropriate reports to the executive director and the board when changes to insurance are needed, required, or suggested
- Supports the preparation of annual financial reporting, including budgets, payroll tax reports and filings, annual systems review and set up, and other activities as needed

Interdepartmental Responsibilities

- Support camp operations by contributing to meal prep, clean up and dishes as scheduled.
- Assists with minor maintenance, repairs, and housekeeping as needed and ensures proper use of tools and equipment by self and staff.
- Communicates camp needs and tasks in regard to general upkeep of facilities and grounds to the appropriate maintenance staff.
- Leads programs, supports hospitality efforts, and cross-trains on as many camp skills as possible.
- Actively participates in departmental and interdepartmental meetings.

Community Commitment

- Actively participates in and guides intentional community development.
- Supports the holistic wellbeing of the staff and contributes to a positive staff community.
- Advocates for and embodies camp’s values in the wider community.
- Fill in for or assist other employees as necessary.

Minimum Requirements:

- Must have a clean driving record and meet insurance requirements to drive Camp Stevens’ vehicles.
- Currently hold or be eligible and able to attain within the first year of service: First aid and CPR certification. Other outdoor leadership experience and certifications are appreciated.
- The operations manager needs to be able to travel 5 miles at a time over rough terrain and carry loads of up to 50 pounds.

Compensation, Benefits, Schedule, and Personnel Policies:

- Pay is subject to Diocesan policy and annual review.
- Housing, utilities, food and medical insurance is provided.
- The normal work week is 5 days per week.
- Vacation, sabbatical, and other benefits are outlined in the Employment Manual.
- Additional personnel policies are to be followed as stated in the Camp Stevens Staff Handbook.

I have read this job description thoroughly and understand the contents. I attest that I meet the minimum requirements of the position and intend to meet the expectations of this job to the best of my ability.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

Hiring Director Signature: _____ Date: _____