

# Summer Operations Director

ADMINISTRATIVE STAFF



## JOB DESCRIPTION

The Summer Operations Director is the third member of the leadership team which includes Tapawingo's full time Director and Assistant Director. This role oversees 3-4 members of the Admin Staff depending on her areas of expertise. Role has a particular focus on Operation scheduling, Human Resources, Biblical Teaching and Discipleship.

## REQUIREMENTS

The following are preferred or required:

- 21 years of age or hold Bachelor's degree
- Previous camping and leadership experience
- A Christian in agreement with the Camp's Statement of Faith
- A servant leader who is trustworthy, positive, and prayerful.

## RESPONSIBILITIES

- Be familiar with all aspects of Director's duties and assist her with any that are needed: including constant study, implementation and updating of NYSDOH Safety Plan, Standards Audit Checklist, Activities Manual and Staff Guidelines
- Be responsible to alert Director of any digression from agreed upon practices in above manuals.
- Work alongside Assistant Director to manage the operations of Tapawingo - boat scheduling, inputting maintenance work orders, planning airport runs for staff and campers.
- Assist the Assistant Director in all background checks for all staff, including supervising any actual reporting to be done.
- Be able to fill-in for any supervisory position as needed.
- Oversee HR paperwork and coordinate with CAMP-of-the-WOODs Personnel Team.
- Disciple staff members.
- Provide direct leadership and oversight to Administrative Staff Team as designated by Director.
- Teach all-camp Bible lesson once or twice a week in Director's absence, if needed.
- Design and implement Stayover Program.
- Attend and document weekly Administrative Staff meetings.