

# CAMP VICTORY

## JOB DESCRIPTION

POSITION: Operations Director  
RESPONSIBLE TO: Executive Director

### GENERAL DESCRIPTION:

The Operations Director assists the executive director with responsibilities regarding the administration, food service, maintenance, and retreats of Camp Victory Ministries. To ensure that these programs focus on the core values of the organization which are.

- Community – We will develop relationships to further God’s kingdom
- Evangelism – Our relationships and program will proclaim the Gospel of Jesus
- Discipleship – Our relationships with people will lead to faith formation

Specific oversight includes examples of office management, accounting, supervising maintenance, dining hall management and direct responsibility for all retreats.

### QUALIFICATIONS:

- 1) Has a sincere love for the Lord and shows a consistent walk with God
- 2) In agreement with Camp Victory’s mission, policies and Statement of Faith
- 3) Is eager to learn, enjoys working with people, and has a desire to see individuals come to know and grow in Jesus Christ
- 4) Understanding of the camping ministry and has a work history that demonstrates the ability to achieve goals
- 5) Work experience in personnel management
- 6) Work and life experience demonstrates integrity, common sense, and a strong work ethic
- 7) Work and life experience shows analytical, problem solving and decision-making skills
- 8) Work and life experience demonstrates attention to detail and self-initiative
- 9) Work and life experience exhibits communication skills
- 10) Has the ability to adjust priorities in a fast-changing environment
- 11) Demonstrates organization & planning skills
- 12) Has a friendly and welcoming disposition

### RESPONSIBILITIES:

#### Personnel Responsibilities:

1. Be a personal witness for Jesus Christ in your words and actions, and share Christ’s love with the public, campers, staff and volunteers to reflect favorably upon the Lord and Camp Victory
2. Lead and coordinate the spiritual and professional growth of the staff through training programs, devotionals, and external events
3. Coordinate and direct monthly All Staff Meetings

#### Administration Responsibilities:

4. Oversee all accounting, bookkeeping and payroll meeting monthly with the exe director for review of financial statements
5. Implement ACA Accreditation Standards program and generally accepted industry practices into Camp Victory policies, procedures and practices.
6. Develop and maintain the risk management program of the camp
7. Oversee the office manager and registrar implementing office systems, registration systems, camp store and equipment procurement

#### Food Service:

1. Ensure the food service manager remains within budget
2. Has the personnel needed to provide quality service
3. Ensure that the kitchen has the tools and equipment needed
4. Maintains a working environment that aligns with the core values of Camp Victory

#### Retreat Responsibilities:

1. Retreats & Weeklong Summer Camp Groups

- a. Work with retreat staff overseeing all preparations for retreat groups
  - b. Verify groups statement of faith or purpose does not contradict Camp Victory's purpose and statement of faith
  - c. Coordinate and register all retreat groups using the camp's registration software
  - d. Coordinate with retreat hosts to ensure mission of camp to serve the church
  - e. Work with activities program director to coordinate and assist with activities
  - f. Oversee the housekeeping personnel to ensure the facilities are clean and in excellent working order and appearance.
  - g. Oversee all retreat marketing, personnel and meet growth goals
2. In-House Retreats:
- a. Develop in-house retreat program to meet corporate goals
  - b. Oversee and assign program directors specific in-house retreats and ensure program goals

Maintenance Responsibilities:

8. Oversee the Maintenance Director in implementing the goals and plans of the camp
9. Meet with the Maintenance Director weekly to review maintenance needs and goals
10. Be responsible for the general security, appearance and safety of the camp property and facilities
11. Ensures equipment operates safely and properly
12. Ensure the water and sewer systems of camp are operated within MPCA guidelines

General:

13. Perform all other duties as assigned by the Executive Director