

Wanakee United Methodist Center

Job Description

Job Title: **Operations Manager and Program Assistant**
Classification: *Seasonal*
Reports to: *Executive Director*

Position Purpose:

To further the mission of the camp by offering high quality support in 4 main areas: Wanakee Wilderness 5K (WW5K) Event Support, Office/Store Management, Counselor Support, and Program Administration.

Essential Job Functions:

1. Serve as primary staff point person for Volunteer WW5K Event Co-Chairs and Communications Committee members.
 - ♦ Develop and lead event marketing efforts on Social Media, camp website, in the local community etc.
 - ♦ Serve as summer staff point of contact for all external inquiries related to 5K, including runner registration and event sponsorships.
 - ♦ Support event execution and follow-up.
2. Act as a professional point of contact for parents and other stakeholders in the office and store through strong customer service and communication skills.
 - ♦ Support all aspects of camper registration, including preparation of site lists.
 - ♦ Manage incoming communications by phone, email, and fax.
 - ♦ Maintain Wanakee's social media presences and build content library for future marketing (photos, camper quotes etc).
 - ♦ Administer Store: maintain inventory, order/organize merchandise, clerk/train other staff on how to clerk.
3. Support counseling staff by role modeling high level of engagement with campers
 - ♦ Regularly attend site campfires and sit with sites during meals.
 - ♦ Offer real time feedback to counselors to support growth and development.
 - ♦ Support and lead all-camp activities, including but not limited to worships, games, and special events.
4. Support in Program Administration
 - ♦ Assist Executive and and Program Director with tasks such as: program planning/scheduling, staff/volunteer training and support.
 - ♦ Run/support adventure programming (pending training)

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnight, and other all-camp activities and camp functions.
- ♦ Other duties as assigned by Executive Director, including helping in other areas of camp.

Qualifications:

- ♦ Background in Marketing, Customer Service, and/or Event Management
- ♦ Experience in a summer camp setting.
- ♦ Current certification in challenge course operation or documented experience and training (or ability to earn certification).
- ♦ Current certification in first aid and CPR (or ability to earn certification)

Physical Aspects of the Position:

- ♦ Ability to effectively communicate orally and in writing.
- ♦ Ability to observe camper/staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.

Some physical requirements of this position could be endurance including climbing, standing, swimming, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying environmental conditions.