

**New Life Ranch
Flint Valley
Jr. Camp Manager**

Accountable to: Director of Programs

Accountable for: All programming as it pertains to the NLR Sr. Camp summer ministry.

Two Jr. Camp Managers (one male & one female) will be accountable for the following: Summer Staff LMA; Jr. Camp Program Design & Implementation; Partnership with parents; Jr. Camp Standards & Procedures; Summer Staff Recruiting; Jr. Camp Curriculum & Theme Development; Summer Camp Culture; Alignment with programs and strategic vision.

Both the male and female positions are currently open and accepting applications. Our desire to have a male and female team leading this area of ministry is to better hire, support, mentor all of our summer staff, as well as to be able to handle more gender-sensitive issues that may arise with our campers. The division of work and specific responsibilities between the two managers will be arranged upon hiring managers, but we are a very team-driven organization and this manager partnership operates within that.

Supervises: Jr. Camp Frontier Cove Summer Staff

Responsibilities:

General

1. Be an encouraging and contributing member of the NLR community. Use words and actions to help equip co-workers for ministry. Live a life marked by service to others.
2. Be committed to the Christian faith. Invest time in personal spiritual growth.
3. Attend all staff meetings and lead them occasionally.
4. Be committed to personal, professional, and spiritual growth during your time at NLR.
5. When possible, be open and available to assist in other areas of ministry at NLR.
6. Be committed to personal growth and professional development. Seek out a mentor/coach and meet with them monthly.

Specific

7. Partner with the second Jr. Camp Manager, as well as working closely with the Sr. Camp and Leadership Development Managers to coordinate programs, staffing, and mission alignment.
8. Plan, prepare for, and lead life-changing Jr. Camp programs and activities that fulfill NLR's mission, are in line with the Core Values, and realize the vision of launching Christlike leaders.
9. Meet regularly with your team and supervisor.
10. Be the caretaker of summer traditions and focus, keeping in mind history and culture.
11. Implement a strategy for recruiting, hiring and retaining summer staff each year as well as serve as the liaison to support staff supervisors and their applicants.
12. Design a staff training period that is spiritually renewing, community focused, procedurally educating and that develops the skills needed by the Senior Camp staff for ministry success.
13. Continually monitor the condition and behavior of the summer staff and full-time or hourly staff under your care and make appropriate changes when necessary
14. Execute a follow-up ministry for summer staff throughout the non-summer months. This includes the coordination of annual events such as the Summer Staff Retreat.
15. Carry out and update the yearly marketing and promotional plan for summer programs. This includes maintaining relationships with key churches, individuals and organizations.

16. Be a part of theme development to complete a Biblically based theme that will be integrated into the daily camp schedule through Table for Two, Word, Chapel and other non-formal ways.
17. Develop and act on a follow-up ministry for Jr. Campers as they return home.
18. Conduct yearly and periodic evaluations to allow campers, parents and summer and full-time staff the opportunity to help us improve our programs.
19. Schedule and be the primary contact for Jr. Camp speakers throughout the summer.
20. Continually be presenting new ideas concerning improvements that can be made to the existing program and facility to better the camper experience and make it more effective spiritually.
21. Set and maintain an annual budget for Jr. Camp.
22. Maintain proper risk management procedures in all phases of the Jr. Camp ministry.
23. Participate in the conversations held with camper parents concerning discipline issues, special needs and unique circumstances.
24. Propose new activities, recreation elements, and facility upgrades yearly.
25. See that summer program equipment is well maintained, operated safely, and stored post-summer.

Supervisory

26. Actively supervise, coach, and support direct reports. This includes regular meetings, leading annual evaluations, and revisiting employees' personal, spiritual, and professional goals regularly throughout the year.
27. Develop a strategy to challenge and equip staff vocationally, emotionally, and spiritually.

Skills Desired:

The ideal candidate will be passionate about the mission of New Life Ranch, and specifically the ministry to Jr. Camp age campers (2nd-6th grade) and working with and mentoring teenage/college students. They should be an excellent team player, able to accomplish tasks and maintain strong relationships, both at a peer level and a supervisory level. They will be flexible and able to juggle multiple priorities at once. They will desire to learn and grow as they fulfill their role. We desire someone that relates to and leads college-age students well, and is professional and confident in speaking with parents and other adults. We are a fun team, and we desire a candidate who wants to fulfill the mission of NLR and do so joyfully!

Education and experience:

A college and/or seminary graduate with sufficient experience in camping and/or ministry as deemed necessary by the Director of Programs. This is a full-time position with partial salary (missionary support raising likely necessary), benefits and housing or housing allowance included. CPR certification is required but can be attained post-hire.