

JOB DESCRIPTION



Camp Manager

The vision of Camp Columba is to demonstrate God's love to all those who come into camp and make Christ known to them.

Purpose

To manage the day to day running of the camp, lead the staff team and assist the Camp Columba Board with their governance work and long term planning.

Person

The Camp Manager will:

- Demonstrate a clear commitment to fulfilling the vision of Camp Columba.
- Be self-disciplined and motivated to achieve the goals set out for the camp.
- Have the ability to relate to a wide range of people, interact positively with them and provide excellent customer service.
- Be a good team leader and manager of staff.
- Have excellent time management and organisational skills.
- Have good communication skills both (verbal and written).
- Demonstrate proven ability in business management.
- Be competent with computers, business software and other aspects of information technology.
- Be able to work flexible hours, including some weekend work.
- Have the ability to oversee the ongoing maintenance of the campsite and associated facilities, and to assist with organizing any capital developments approved by the Board.

Relevant experience in a similar field would be an advantage.

Accountability and Reporting Structure

The Manager will report directly to the Camp Columba Board by attending Board meetings and providing a written report outlining work on key projects, areas of potential risk to the camp and any other significant matters to do with the running of camp and progress on goals agreed for the year. A written annual report is to be presented at the Board's annual general meeting.

Financial

The Manager has authority to incur costs as set out in the budget approved by the Camp Columba Board. The Board must approve any expenditure exceeding the budget by more than \$300, with lesser amounts to be approved in consultation with the Treasurer.

Key Tasks:

Camp users

1. Be the 'face' of Camp Columba with camp users, supporters of the camp and the wider public.
2. Take bookings and where appropriate organise programmes/catering etc for groups.
3. Brief incoming groups and ensure checking out procedures are followed.
4. Deal with any issues, which may adversely affect the running of Camp Columba or the safety and satisfaction of its users.
5. Monitor key performance indicators that affect customer satisfaction and occupancy, and work to improve these.
6. Oversee and assist with the overall promotion of Camp Columba including its camps, programmes, facilities and public image.



Staff

1. Provide spiritual leadership within the staff team.
2. Oversee the work of all camp staff and deal with any staffing matters that may arise in a timely manner.
3. Co-ordinate weekly staff meetings.
4. Assist with recruitment of staff as required.
5. Carry out performance reviews for staff.

Key Relationships

1. Maintain relationships with Christian Camping New Zealand, Adventure Southland, other campsites and key business partners.
2. Act as a spokesperson for the camp on matters delegated by the Board.
3. Co-ordinate the production of regular newsletters to supporters and keep key stakeholders and interested parties well informed.

Camp Site

1. Be responsible for the overall security of the campsite and the safety of all persons on site.
2. Co-ordinate the work of staff, tradesmen, contractors and volunteers (including those on working bees) so that the site is well maintained and capital projects are successfully completed.
3. Ensure compliance with all relevant OSH regulations and appropriate legislation.

Administration

1. Prepare an annual budget for approval by the Board and monitor income and expenditure against this.
2. Keep all business and operational plans up to date.
3. Approve all accounts for payment.
4. Action all incoming mail and communications
5. Oversee the day-to-day finances including outgoing invoices, receipting and banking money as per Camp Columba financial procedures.
6. Update accident register as required.
7. Ordering supplies as required.
8. Assist with funding applications as required.

Camps Run by Camp Columba

1. Present to the Board in July of each year details of the camps that are planned to be held in the next 12 months.
2. Ensure camps are run under Camp Columba guidelines, and that they comply with relevant legislation and OSCAR regulations where appropriate.
3. Review camps held in conjunction with the Camps Co-ordinator in a systematic way so that we continually improve the camps we offer

Website

Ensure all content on Camp Columba website is current.

Professional Development

Complete at least one week per year, as agreed with the Board.

This document forms the reference point for annual performance appraisal.
August 2010