



Assistant Campground Manager

Grace Adventures is a religious organization that makes employment decisions on Bible based beliefs and practices. Because of the nature of our Christian program; Christian belief, character, and practice are essential requirements of employment positions.

SUMMARY OF POSITION:

This person will assist the Dunes Harbor Campground Manager in carrying out the mission of Grace Adventures through the ministry's purpose. The result will be to provide a safe, Christian environment where families can be impacted.

ASSUMPTIONS:

1. This person will evaluate and adjust programs according to the feedback received from the constituency and supervision that is in line with the purpose of the program and as directed by the Dunes Harbor Family Camp Manager
2. Relationships with key leaders of groups will be vitally important for this position. These relationships will be established with integrity and result in a stronger connection to Grace Adventures
3. This person will communicate (written and oral) the ministry of Grace to a larger audience than is currently served
4. Collaborative partnerships are essential for all Grace Adventures programs
5. This position will work as part of the operations team and will collaborate with the program team

QUALIFICATIONS:

1. A testimony and lifestyle that gives evidence of a true experience of salvation by grace in Jesus Christ
2. An attitude of excellence in workmanship
3. A supportive attitude to the needs of staff, guests and goals of the organization
4. An ability to direct and supervise the energies of staff and volunteers
5. A desire to learn and develop new skills
6. Self-disciplined and self-motivated
7. Proficiency with word processing programs and database systems
8. Have the physical ability to travel and implement camp activities over a 378-acre campus. At times, lifting and carrying is part of the job. Ability to work in various climates and weather conditions.

RESPONSIBLE TO:
Dunes Harbor Family
Camp Manager

To Apply:
Submit a resume
to Granville Moore.
granvillem@
graceadventures.org

GENERAL RESPONSIBILITIES:

1. Responsible for registration/oversight of all participants (payments and communication with individuals and groups)
2. Update manuals, facilitate staff engagement opportunities, and implement the staff training plan
3. Help set, develop, implement, and evaluate Dunes Harbor programs according to feedback received from supervision and guests, which is in line with the purpose of the program
4. Inventory, maintain, and order supplies for daily operations (retail, registration, ice cream)
5. Work in conjunction with the Marketing team to promote Dunes Harbor to guests and staff
6. Work with Maintenance and Accommodations to ensure Dunes Harbor property and Facilities meet the Grace Standards
7. Manage weekly scheduling of Staff, Volunteers, and programs
8. Work with the Dunes Harbor Family Camp Manager on ordering and restocking Dunes Harbor Apparel
9. Assist the Dunes Harbor Family Camp Manager in the supervision of all summer, contract, PACE, and volunteer staff as it relates to program implementation
10. Support the operations of all areas of the Campground
11. Directly oversee the operations of the Welcome Center and Program
12. Assist in overseeing the operations of Retail, Ice Cream, Maintenance, Accommodations, and Security
13. Hire, Onboard, and Train all Dunes Harbor seasonal employees with the assistance of the Dunes Harbor Family Camp Manager and Dunes Harbor Full-Time Maintenance Manager
14. Create, Plan, and oversee the implementation of all programming and theming at Dunes Harbor Family Camp
15. Work with group leaders to plan and coordinate their group stay at Dunes Harbor
16. Prepare and implement a plan each year for the opening day of Reservations (November 1st)
17. All other duties as assigned by the Dunes Harbor Family Camp Manager

AUTHORITY:

1. This person will have the authority to represent the mission and vision of Grace through all personal contacts, communication pieces and telephone conversations
2. This person shall have the authority to spend funds approved by the board through the annual budget with the approval of the supervisor
3. This person shall have the authority to manage their week in order to maximize the effectiveness of their areas of responsibility

Grace Adventures is an At-Will employer, which is defined as: At the will of either the employee or the employer, termination can occur at any time. Common consideration is expected on either part consisting of a minimum two-week notice under normal circumstances

Grace Adventures Dunes Harbor Family Camp is located in beautiful Silver Lake, Michigan only a 1/2 mile from the sand dunes.



www.dunesharbor.org



@dunesharborfamilycamp



DunesHarbor

