

# Rhodes Grove Camp and Conference Center

## Operations Director Job Description

**Effective Date: January 1, 2018**

**FLSA Status: Exempt**

### **Position Description**

Reporting to the Executive Director, the Operations Director will provide oversight for all daily operations of Rhodes Grove Camp and Conference Center. All functions will be performed within the stated mission and core values of Rhodes Grove Camp and Conference Center.

### **Strategic Planning and Execution**

- Works with the Executive Director to prepare a long-range vision and strategic plan and goal setting related to operations for Rhodes Grove Camp and Conference Center.
- Provides the Executive Director with bi-weekly updates and action plans related to staffing, operations, and other agreed upon goals.

### **Operational Responsibilities**

- Oversees the planning and facility readiness for all programs and guest services.
- Provides day-to-day leadership and oversight for the staff of Rhodes Grove Camp and Conference Center.
- Oversees all operations to ensure policies and guidelines are followed.
- Oversees maintenance of the physical plant.
- Monitors programs to ensure the organization is in compliance with appropriate regulatory agencies
- Responsible for hiring, evaluating, promoting, disciplining, and firing year round and seasonal operations staff.
- Prepares and submits an annual budget to the Executive Director. Ensures that all operations are in compliance with approved budget.
- Provides verbal and written reports to the Executive Director, Board of Directors, and constituents as necessary.

- Accomplishes other tasks as deemed necessary by the Executive Director.

### **Position Qualifications**

- Minimum of three years relevant experience managing operations..
- Must have advanced computer skills with working knowledge of Microsoft Office, internet, e-mail.
- Must have excellent organizational skills to ensure that the Rhodes Grove facility and team members are prepared for programs and services. .
- Must possess strong interpersonal skills with the ability to relate to campers, guests and other staff members.
- Must possess valid Pennsylvania Driver's License.
- Must pass and maintain Background Checks and Child Abuse Clearances.
- Must identify with and support the mission, core values and Christian beliefs of the Rhodes Grove Camp and Conference Center.
- Must occupy a resident staff house.