



Job Description: ASSISTANT MANAGER

Responsible to

Executive Director

Job Purpose

This position will provide support to the Executive Director to ensure the efficient and effective day to day operation of camp.

Duties and Responsibilities

The Assistant Manager has three major areas of responsibility:

Office Administration:

- Provide office coverage when Executive Director(s) is/are unavailable during regular business hours
- Answer office phone and communicate any relevant messages to the appropriate parties
- Correspond with parents and campers over phone, email, and fax
- Enter incoming registrations using MBC's online camp management software (CampBrain)
- Manage all incoming camper mail (snail mail, email, fax) and turn over to the Program Director(s) for distribution at appropriate times
- Ensure all supplies are available for each camp session
- Run errands in Wallace and Tatamagouche as needed

On-Site Supervision

- Be present and available on site to support the program directors, speakers, cabin leaders, and volunteers (including kitchen and maintenance)
- Assist in the training of the staff during staff training prior to the first day of camp and throughout the summer as needed
- Assist in leading the morning devotions and staff meetings
- Work with Property Manager as needed to ensure the weekly maintenance crew are on task, on time with evening chores, and accomplish their tasks well
- Work with the Head Cook as needed to ensure the weekly kitchen crew are on task and on time, and accomplish their tasks well
- Act as a liaison between the full-time cabin leaders and weekly Program Directors
- Support and represent the policies, procedures, and programs as directed by the Executive Director and Board of Directors
- Enforce fairly all rules of camp, including night time curfew
- Discipline, when necessary, any problems that need resolved with campers, paid staff, and volunteers. Report any actions to the Executive Director. Any major violations of camp policies should be dealt with by the Executive Director(s)
- The assistant manager must sleep in the lodge to be available to enforce curfews and deal with any issues that arise throughout the night
- Mentorship of all staff with a focus on the volunteer staff

Communication, Reporting

- Maintain an open and positive line of communication with the Executive Director concerning all areas of camp ministry

- Assist in the evaluation of camp curriculum, programs, and rotations
- Able to pull reports using MBC's online camp management software (CampBrain). Examples include registration reporting, financial reports, and cabin assignments
- Other duties, as identified by the Executive Director

Qualifications

The Assistant Manager will meet the following criteria:

- *Christian Testimony:* have a clear testimony of faith in Jesus Christ and display appropriate evidence of continued and passionate spiritual growth; be willing to submit to and teach when necessary the items included in the Statement of Faith and the Statement of Values of Malagash Bible Camp
- *Moral Purity:* have a verifiable history of commitment to living a holy life, practicing Christian discipline, and where continued struggles may be evident, be willing to be subject to accountability from godly leadership; be willing to abide by the Code of Conduct of Malagash Bible Camp
- *Passion for Camping Ministry:* recognize the importance and value of Christian camping, and be able and willing to present the Gospel message in a clear and relevant manner
- *Work Ethic:* be an initiator and self-motivator with a commitment to doing a task well and in good time
- *Outlook:* be a visionary and a pioneer, always looking for new ways of expanding the effectiveness of Malagash Bible Camp's ministry
- *Team Player:* be teachable, willing to be held accountable, and ready to work with others
- *Minimum Professional Experience and Knowledge:*
 - At least 21 years of age
 - High school diploma or equivalent
 - Completed and clear Criminal History and Vulnerable Sector background check
 - Possess a valid Nova Scotia driver's license
 - Possess superior organizational and planning skills
 - Experience supervising others, the desire to mentor young people, and the ability to get along well with children, youth, and adults
 - Have a working knowledge of computers and be comfortable with word processing, spread sheets, databases, presentation packages
 - Exercise strong listening skills and ability to provide wise and biblical counsel to staff and campers
 - Skilled in both oral and written communications, including superior telephone etiquette
 - Flexible in all aspects of assignments
- *Preferred Professional Experience and Knowledge:*
 - Some university, college, or technical school training in related field
 - Other advantageous certifications include: WHIMIS, FOOD SAFE, and First Aid training
 - Certified Lifeguard/CPR trained
 - Experience working in an office setting including experience using fax machines and copiers
 - Experience taking payments and handling money/deposits

Working Conditions

Term of Employment

The job of Assistant Manager at Malagash Bible Camp is a full time, salaried position, hired on a seasonal basis (12 weeks), commencing June 5th, 2017, and ending on August 22nd , 2017.

Remuneration

Malagash Bible Camp is a non-profit organization which obtains its revenue from donations, camper fees, and periodic government employment grants; as such, we are not in a position to offer lucrative

salaries. Furthermore, it should be understood that the position of Assistant Manager is as much a ministry as it is a job, and it may at times require an investment of time above and beyond the agreed hours of availability. Nevertheless, we attempt to offer our employees remuneration in keeping with guidelines for parallel industry standards.

A salary, paid bi-weekly, as agreed on by the Executive Director(s) and Camp Treasurer will be negotiated, depending on expertise and experience. Housing is provided for the term of employment. For taxation purposes this is considered as a "taxable benefit" at a rate of \$25 per week. Meals are provided during the regular operating hours of camp.

Negotiated salary: \$4000.00 for the 12-week term

Agreement

By signing below, I confirm that I understand the job purpose of Assistant Manager at Malagash Bible Camp, have met the minimum qualifications of the position, submit the stated duties and responsibilities, and agreed to the terms of the working conditions.

Signature of Applicant

Date

Signature of Executive Director

Date

Approved by	Jordan Allen, Board of Directors Vice President/Acting Director
Date Approved	December 3, 2016
Job Description Reviewed	December 3, 2016