

LAKE MERWIN CAMPERS HIDEAWAY

Lake Merwin Campers Hideaway (LMCH) is a non-profit, private membership camping club located on 588 acres of forest land surrounding the Lake Merwin Reservoir. Developed in 1972, LMCH is made up of 1,500 membership campsites complete with RV hookups. The member association is governed by an elected, seven-person Board of Directors. The camp is operated and maintained by 20 full-time and part-time staff and by member volunteers. Contracted staff provide additional services in the restaurant, spa and finance services. LMCH recreational facilities include an indoor pool, sauna, Jacuzzi, fitness center, spa, chapel, a boat launch and moorage, swim beach, restaurant, 35 bathhouses, 2 laundromats, putt putt golf course, playground, two tennis/ pickleball and basketball courts, 2 covered outdoor picnic areas, and hiking trails throughout camp. Additionally LMCH hosts many family-oriented activities throughout the year.

Camp Manager (Executive Director)

LMCH is seeking a Camp Manager to assume responsibility for LMCH operations as well as providing support and advice to the Board of Directors. This is a full-time, exempt position that requires living on-site during the work week in housing provided by LMCH. The Camp Manager reports to the LMCH Board of Directors and is employed under the terms and conditions of an Employment Agreement. The Camp Manager directly supervises the Facilities Manager, Membership Services Manager, Sales Manager and the contracted Finance Manager.

Job Summary

Responsible for LMCH operations, providing services and support to a large and diverse camping and recreational organization. Supports and carries out the mission and vision of the Camp as defined by the Board of Directors. Advises the Board of Directors on matters relating to bylaws, policies, finances and goals; establishes administrative policies and procedures to implement Board policies. Prepares and monitors the annual budget and oversees all financial matters.

Essential Functions

- Manages and oversees the operations of all LMCH affairs including membership services, financial affairs, buildings and grounds, the waterfront, forestry management, safety and security, events and activities, and the sales department as well as contracted services. Evaluates operational procedures and provides reports and recommendations.
- Provides leadership to the staff and provides advice and recommendations to the Board, promoting the best interests of the Camp. Keeps the Board informed on matters of importance.
- Plans, recommends, and executes a strategic plan for the organization to achieve the overall mission and vision of the Camp. Prepares a proposed 10 Year Plan, focused on facilities and equipment management and replacement, for Board consideration annually. Continually monitors progress toward achieving the goals of the 10 Year Plan and advises the Board of any problems associated with achieving those goals.
- Establishes administrative policies and procedures to implement Board policies; continually reviews LMCH policies and makes recommendations for modifications or improvements.
- Prepares the annual budget for presentation to the Board in coordination with the Finance Committee. Formulates recommendations to provide funding for new and continuing operations. Oversees the development and maintenance of sound financial practices and ensures that Generally Accepted Accounting Principles are followed.
- Monitors the budget to ensure the organization has adequate funds to meet the intent of the mission and operates within the approved annual budget. Reports to the Board any problems or modifications required during the course of the budget year.
- Prepares agendas and materials necessary for Board meetings and the semi-annual membership meetings; reports to the membership on current activities and operations.

- Communicates with and responds to local, County and State agencies to ensure compliance with all laws and regulations relating to the Camp. Coordinates with PacifiCorp and other related agencies regarding activities having to do with the lake and marina.
- Communicates regularly with the membership through newsletters, the Headlines, the webpage and other means. Reaches out and responds to members to maintain a working knowledge of issues important to the membership.
- Plans and develops staff and public relations strategies designed to improve the Camp's image and relations with members, employees and the public.
- Ensures there is appropriate 24/7 coverage of the Camp, that staff and volunteers responsible for that coverage are properly trained to respond to safety concerns, medical emergencies, and other serious events. Responds to emergencies and other serious issues at any time, as needed.
- Conducts initial investigations of serious member complaints and submits unresolved problems to the Board.
- Builds volunteerism and coordinates functions and operations between volunteer committees and LMCH activities.
- Prepares specifications for purchases and construction that require bids; ensures government regulations and LMCH procedures are followed in an accurate and timely manner.
- Supervises management staff and ensures that all staff are properly supervised; conducts annual performance evaluations and administers corrective action as necessary. Informs the Board of the employment, promotion or dismissal of employees. Administers collective bargaining agreements and personnel policies, including regular safety meetings.
- Responsible for compliance with all Federal, State and Local laws, regulations and ordinances.
- Performs all other duties as assigned or required.

Job Conditions

- This is a Fair Labor Standards Act (FLSA) exempt position and the incumbent is employed under the terms and conditions of an Employment Agreement.
- Must have or be able to obtain advanced First-Aid and CPR or EMT status.
- Must be insurable under the Directors and Officers liability insurance policy.
- Must have or be able to obtain a valid Washington State Driver's License.
- Must live on-site during the work week in housing provided by the Camp.
- Must be able to work Saturdays, Sundays and holidays as part of the regular work schedule.

Experience Required

Five years of experience in the management of a large and diverse organization preferably in a camping or recreational environment, or equivalent training and experience.

Salary and Benefits

The salary range for this position is \$60,000-\$80,000 annually. The estimated value of the 3 bedroom, 2,000 square foot house, provided at no cost, is approximately \$24,000 annually. A vehicle and cell phone are provided for business use. LMCH offers an excellent benefits package including medical, dental, vision, disability and life insurance benefits plus a Simple IRA plan.

To Apply

Email a cover letter discussing your qualifications and interests as well as your resume, including salary history, to vicepresident@lmch.com

Preference will be given to applications received by Friday, July 6, 2018.

LMCH is an Equal Opportunity Employer