**LAKE MERWIN CAMPERS HIDEAWAY**

**JOB DESCRIPTION**

**LMCH Policy 2000**

**LMCH Personnel Handbook**

**Appendix A-2**

**Job Title: Camp Manager**

**Reports to: LMCH Board President and serves at the pleasure of the Board of Directors**

**Supervises: Assistant Manager, Office Manager, Accountant**

**Summary:**

Responsible for LMCH operations as well as providing leadership and vision to the board of directors. Advises the Board of Directors on matters relating to bylaws, policies, finances and goals; establishes administrative policies to implement Board decisions and ensures compliance by staff, volunteers and members. Ensures timely progress toward the goals established in the 10 Year Plan and annual goals as established by the LMCH Board. Conducts initial investigations of serious membership complaints and reports to the Board of Directors any recommendations or unresolved problems.

**Duties:** (may not include all duties)

* Manages and oversees the operations of all LMCH affairs; evaluates operational procedures; provides reports and recommendations. Oversees all administrative, contracted and sales activities.
* Provides leadership to the staff and to the board; creates a vision for the future of LMCH and makes recommendations for achieving that vision for board consideration.
* Promotes the best interests of LMCH and works in collaboration with the Board in advancement of the best interests of the Camp.
* Attends all meetings of the Board, unless excused by the President; acts as advisor to the Board in all matters and keeps the Board informed on matters of importance.
* Prepares the Board agenda in concert with the President and causes its distribution to the Board Members in advance of the meeting.
* Establishes administrative policies to implement Board policies; continually reviews LMCH policies and makes recommendations for modifications or improvements. Responds promptly to all reasonable inquiries from the LMCH Board whether made individually or collectively.
* Prepares the annual budget for presentation to the Board, in coordination with the Finance Committee; develops financial procedures and ensures Generally Accepted Accounting Principles are followed.
* Formulates and advances recommendations to provide funding for new and continuing operations.
* Monitors the budget and reports to the Board any problems or modifications required during the course of the budget year. Oversees the development and maintenance of sound financial practices; ensures that the organization has adequate funds to meet the intent of the mission and operates within the Board of Directors approved annual budget.
* Prepares a proposed 10 Year Plan 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.
* Prepares the agenda and materials necessary for the membership meetings in March and September; reports to the membership on current activities and operations.
* Reviews activity reports and financial statements to ensure goals, objectives and timelines are achieved or modified as necessary in accordance with current conditions.
* Communicates with and responds to local, County and State agencies to ensure compliance with all laws and regulations relating to the Camp. Also 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.
* 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. Provides direct coverage and support when necessary.
* Conducts initial investigations of serious membership complaints and submits unresolved problems to the Board.
* Responds to emergencies within the Camp as needed.
* Builds volunteerism and coordinates functions and operations between volunteer committees and LMCH activities.
* Plans and develops staff and public relations strategies designed to improve the Camp’s image and relations with members, employees and the public.
* Prepares specifications for purchases requiring bids; ensures timely payment of all bills and invoices, taking advantage of all discounts.
* 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 dismal of employees. Administers collective bargaining agreements and personnel policies.
* Checks worksites, when necessary, to ensure that the jobs are being performed satisfactorily; corrects areas and conditions that may affect health, safety, security, and sanitation of staff and members.
* Responsible for compliance with all Federal, State and Local laws, regulations and ordinances.
* Performs all other duties as assigned or required.

**Knowledge, Skills and Abilities:**

Knowledge of the operations of a large, non-profit, camping or recreational organization with permanent memberships.

Knowledge of camping and/or park management policies and procedures.

Knowledge of Washington State laws, regulations and ordinances.

Knowledge of sound financial practices, budget development and monitoring.

Knowledge of computer systems and programs, including word processing, spreadsheets, data management, and on-line searching.

Knowledge of the basic procedures of requests for bids and the management of contracted operations.

Knowledge of public relations and development strategies and procedures.

Knowledge of health, safety, security, and sanitation procedures appropriate to managing a large camping operation.

Skill in basic road maintenance, water and electrical systems, and general building maintenance and construction.

Ability to work effectively with a volunteer Board of Directors, anticipate Board needs, and respond to requests in a timely manner.

Ability to effectively supervise staff, provide feedback on a timely basis, and take appropriate corrective action when necessary.

Ability to recruit, reward, and communicate with a group of volunteers providing necessary services and support to the staff and membership.

Ability to work effectively with a large and diverse membership, anticipating and understanding their needs, concerns, and issues.

Ability to mediate and resolve problems that arise among the staff, volunteers and the membership.

**Job Conditions:**

This is an FLSA exempt position and the incumbent is employed under the terms and conditions of the Employment Agreement.

Must have or be able to obtain advanced First-Aid and CPR or EMT status.

 Must be insurable under D & O 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 and Sundays as part of the regular work schedule.

**Minimum Qualifications:**

Five years of experience in the management of a large camping and/or recreational organization that includes permanent memberships, or equivalent training and experience.