

CAMP KOINONIA MANAGER
JOB DESCRIPTION
revised Nov. 2023

Summary

The Manager oversees and coordinates Camp Koinonia's operations ensuring that the camp is run efficiently. As such, the Manager is responsible for any of the camp's year-round staff and volunteers providing them with: consistent feedback and the necessary resources to do their jobs well; a strong team environment and positive volunteer engagement opportunities. The Manager communicates effectively and has the ability to deal with a variety of relational situations.

The Manager ensures that Camp Koinonia is a safe, comfortable and inviting place for guests. The Manager works collaboratively with the Camp Koinonia Board and when applicable Mennonite Church Manitoba Staff to ensure that the vision and its strategic plan is achieved.

Accountability

The Manager is accountable to the Camp Koinonia Inc. Board.-

Ideal candidate:

- 1) Is familiar with and able to meet the regulations outlined by the Manitoba Camping Association and the Province of Manitoba Workplace Safety and Health
- 2) Can effectively communicate with all levels of the organization, demonstrates leadership and a vision for supervising a management team and fostering effective teamwork practices.
- 3) Understands the operations in the areas of Guest Services, Maintenance, Food Service
- 4) Has budget development and management experience.
- 5) Is familiar with financial principles & practices.
- 6) Ensures that spiritual leadership is incorporated into the work environment.
- 7) Basic computer knowledge, incl. competencies with internet and Microsoft Office
- 8) Enjoyment of children, youth, young adults and adults with disabilities
- 9) Must be 18 years of age and have a valid driver's license.
- 10) Must provide a criminal and child abuse record check.
- 11) An ideal candidate would support the 7 Shared Convictions from the Mennonite World Conference.**
To view the 7 shared convictions: mwc-cmm.org/en/shared-convictions

Responsibilities

The Manager oversees the operation of the camp facility and guest group hospitality services.

Specific Responsibilities:

- 1) Personnel Management
 - a) Develop work goals with staff, hold them accountable to their tasks and provide performance evaluations as well as informal constructive feedback in a timely and thorough manner
 - b) Encourage staff in their work, ensure that they have the material resources to do their work well and arrange for appropriate training when needed.
 - c) As needed, schedule and lead staff meetings for coordination of tasks, expression of concerns, prayer. Foster and nurture a team effort at camp and coordinate work among the departments.
 - d) Maintain lines of communication with all staff, Board and MCM

- 2) Operational departments, including:
 - a) Guest Services - ensure that:
 - Groups are warmly welcomed and thoroughly oriented, group needs are monitored.
 - b) Maintenance – Regularly reviews and ensures that the following requirements are being implemented:
 - All Manitoba Camping Association, Workplace Safety and Health and any municipal permit requirements
 - Groundskeeping, Buildings and Activities maintenance- ensure that all are maintained, safe and operational.
 - Ensure that buildings are clean and welcoming for incoming guests in cooperation with the Guest Group Coordinator
 - Reviewing all major building project plans with the Camp Koinonia Board
 - c) Food Services –
 - Regularly review and provide the Food Service Coordinator with feedback and direction on menu planning, service, food safety, staff, volunteers and budget.

- 3) Financial Administration
 - a) Prepare annual operating budgets with Guest Group Coordinator/Finance Manager and the treasurer of the Board.
 - b) Has general oversight of monthly finances.
 - c) Obtaining a minimum of 2 quotes for major purchases.

- 4) Camps with Meaning Summer Program
 - a) Create a welcoming and supportive environment for the summer program.
 - b) Ensure support for summer leadership staff throughout the summer.
 - c) Meet regularly with Summer Directors to ensure that the summer program needs are being met and that the summer program staff and campers are compliant with Manitoba Camping Association and MCM standards.
 - d) Bring any concerns to the Summer Directors or Camps with Meaning Associate Program Director.

- 5) Volunteer Program
 - a) Ensure that all staff foster a welcoming environment for volunteers.
 - b) Ensure that the camp is well prepared for volunteer days ie.) woodcutters.
 - c) Lead volunteer activities.

- 6) Organization
 - a) Maintain the Camp Koinonia Procedures Manual and revise and update as necessary in consultation with the Board.
 - b) Organize and maintain an efficient office.

- 7) Participate in professional development as necessary and approved by the Board.

- 8) Serve as part of the overall staff team in furthering the mission of Camp Koinonia Inc., including:
 - a) Participate in all Site Staff, Manager and Board meetings.
 - b) Summer camp weekly orientation meetings

Evaluation

Performance reviews will be held after a six month probationary period and annually thereafter. Additional reviews will be performed if needed. These reviews will be based on the job description and the expectations outlined by the Camp Koinonia Board.

Salary

The salary for the Camp Koinonia Manager position is negotiable commensurate with experience.

Accommodations

The Manager is expected to live on site in the housing provided, rent will be charged. When CK Inc. is cooking, meals are available at no cost when groups are being served.

Working Conditions

Since this is a management position, the Manager's role cannot be limited to a standard work week. The Manager is expected to organize personal workload and rest time, in such a way as to preserve personal health and enthusiasm. This will include taking two days off per week and sharing the workload as appropriate with site staff when applicable.