Bethel Bible Camp- Camp manager position

Bethel Bible Camp is looking to fill the position of camp manager.

* The first and foremost quality that is required is that the individual must be a born-again Christian, with a clear and consistent commitment to Jesus; and consistent spiritual and moral character and lifestyle.
* We are looking for a self-motivated individual who can work independently to represent and carry out the goals and vision of the Camp Committee for Bethel Bible Camp. This person must have a competent level of administrative skills as well as being skilled at general systems operations that would be required at camp. Having good interpersonal relationship skill is a must. Having administrative experience is an asset, but not a prerequisite.

The position consists of four main areas of work:

* Facilities and maintenance, which consists of working with the Camp Committee in determining the camp’s needs and schedule for maintenance and improvement, ensuring all systems are fully operational and maintained, and being the primary person responsible for: the camp’s opening at the beginning of the season; for each week of camp; and the final closing at the end of the season.
* Staff recruitment, which is a year-round job of building positive relationships with potential workers for Bethel Bible Camp. Many of our staff grow up coming to Bethel as campers and are now wanting to serve God by giving back to Bethel.
* General administrative duties which include working with the Camp Committee, dealing with insurance and public health matters, implementing and enforcing policies such as the Abuse Prevention Policy, and to represent camp as requested.
* Follow-up and relationships, which is maintaining contact with campers and staff through follow-up materials as well as relationship building through established programs and events.

Hours would be full time from March through September, and as needed during the winter months.

Applications should be forwarded by e-mail to [admin@bethelbiblecamp.com](mailto:admin@bethelbiblecamp.com) on or before December 31, 2014. Any inquiries or requests for further information should be made to members of the new committee, after November 1, 2014.