

Bethel Bible Camp – Camp manager position

Bethel Bible Camp, a faith-based camp from the Christian Brethren heritage, 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. They must subscribe to the camp's statement of faith.
- 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 have skills in general systems operations that would be required at camp. Having good interpersonal relationship skills 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, maintaining the camp's web presence, 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.

The position would be full-time, year-round (though with less hours in the winter and more hours in the summer) starting May 1, 2016. There would be a summer position of either administrative or facility support, dependent on the applicant's strengths. Remuneration would depend on the applicant's experience and qualifications, ranging from \$42000-\$48000.

Applications should be forwarded by email to admin@bethelbiblecamp.com on or before February 29, 2016. Any inquiries or requests for further information should be made to members of the committee, (see bethelbiblecamp.com for contact numbers, for the camp's statement of faith, and for any other information.)