

MINISTRY OPENING

DIRECTOR OF OPERATIONS



RESPONSIBLE TO: EXECUTIVE DIRECTOR
CLASSIFICATION: Core Staff / Full-Time Exempt

POSITION VISION STATEMENT: *As the “Air Traffic Controller” of Camp Lebanon’s operations teams and administrative center, the Director of Operations (DO) shall implement processes, employ systems, and supervise lead staff to cheerlead and support Camp’s ministry initiatives in serving constituents, guests, and donors. With attention to the details of the moment and input into the dreams of the future, the DO shall help Camp shine an ever brighter light for the Gospel as a “Meeting Place with God” dedicated to helping the Church do the work of Christ.*

POSITION RESPONSIBILITIES

A. OPERATIONS LEADERSHIP [50%]

- Supervise operations department leads through weekly one on ones and attentive interactions to establish priorities, manage budgets, enhance performance, promote camaraderie, and navigate conflict.
 - Office Manager/Registrar
 - Housekeeping Supervisor
 - Sales Manager (gift shop, canteen, crafts)
 - Food Services Manager
 - Finance & Technology Manager
- Prepare a weekly operations worksheet (“Ops Sheet”) detailing all aspects of operational services in a two-week window.
- Assist with leadership of the weekly Core Staff Meeting to guide staff in execution of guest events and projects.
- Coordinate the efforts of all operations departments in a proactive partnership with program and guest ministries.

B. FINANCIAL ADMINISTRATION [20%]

- Learn and oversee Camp’s online accounting system (NetSuite) and online Payroll and HR system (Paylocity).
- Maintain and monitor a Summary of Funds updated monthly.
- Serve as the Financial Controller of Camp’s Operational Budget.
 - Prepare monthly financial reports marking progress against the operations and Special Projects budgets.
 - Forecast and monitor financial performance.
 - Watch for issues of waste, fraud, and timing.
 - Review budget performance with direct reports.
 - Lead the preparation of an annual operations budget.
- Lead the development of the Special Projects list and budget.
- Prepare financial reports for Board Meetings and the Annual Meeting of the Membership.
- Ensure timely compliance with payroll practices, record keeping, and employee standards.

C. OFFICE ADMINISTRATION [10%]

- Oversee a positive, equipped, supplied, and inviting office environment.
- Captain the summer youth camp registration process start to finish.
- Serve as the UltraCamp database guardian to preserve history, ensure accuracy, and promote financial integrity.
 - Master UltraCamp as Camp’s onsite expert.
 - Maintain a highly functioning database.
 - Train and support staff to maximize efficiencies for both ministry team and ops team members.

D. HUMAN RESOURCES [10%]

- Using Paylocity, maintain a system for collecting and maintaining employee personnel records.
- Oversee the hiring processes for legal compliance.
- Update and disseminate Camp’s Employee Handbook.
- Ensure consistency in Camp’s recruiting and hiring practices (hourly staff).
- Manage the accident report process for employees, guests, and volunteers.
- Ensure government compliance regarding employment postings.
- Recommend the hiring, firing, and promotions of operations personnel.
- Perform annual performance enhancement reviews of direct reports.
- Perform exit interviews of all core staff ending Camp Lebanon service.

E. STRATEGIC PLANNING [5%]

- Participate on Camp's Vision Team in advancing ministry and Master Plan development.
- Collaborate in planning and execution of staff training events (e.g. Staff Retreat).
- Advise the Executive Director in moments of crisis, challenge, and sudden change.
- Participate in Camp's emergency succession plan as outlined in the Board Manual.

F. MINISTRY SUPPORT [5%]

- Partner on Camp's IT Team to trouble shoot issues, train staff, and enhance systems.
- Assist with program ministries as assigned (e.g. Senior Day events, gender appropriate adult retreats).
- Participate in Camp's hosting schedule (one weekend per summer max).
- Contribute to Camp's safety and first aid strategies and protocols.

CORE STAFF MINISTRY TEAM RESPONSIBILITIES

- Meet weekly with the Executive Director to discuss responsibilities.
- Attend Management and Core Staff Meetings as required.
- Enhance and support the ministry of Camp Lebanon according to spiritual gifts and personal interests.
- Contribute spiritual ministry by actively supporting Camp Lebanon's mission.
- Assist in the on-going health and safety consciousness of the Camp.
- Apply biblical Body Life principles to preserve and enhance staff unity.

THE OPPORTUNITY

Salary Range: \$72,000 - \$80,000

Start Date: Immediate Opening

Benefits: **Paid Time Off** 3 weeks (prorated for 2025) with partial rollover

Paid Holidays: New Year's (1), Easter (2), Thanksgiving (2), Christmas (2)

Retirement Match: Up to 4 percent (eligible day one)

Food Service: Available to immediate family when food service is open

Special considerations: See employee handbook for a complete list (e.g. discounts, free camps)

Healthcare: Christian Healthcare Ministries (CHM) Visit www.chministries.org for details.

CHM – 100% Employee funded (single/couple/family 3+)

- Monthly amount: \$287/\$574/\$861 (2025 rates).
- Includes Brother's Keeper option extending coverage to \$1,000,000 per illness.
- Paid as payroll deduction pre-tax to reduce taxes.
- Personal Responsibility (annual) \$1250/person, \$3750 family limit.

Health Reimbursement Account (HRA) – 100% Employer funded (single/couple/family 3+)

- Total Coverage Limits (annual): \$3000 / \$4500 / \$6000 (2025 amounts).
- Personal Responsibility supplement: \$750 per person.
- Preventative care only (annual limit): \$400 / \$800 / \$1600.
- Dental/Eye/Chiropractic (annual limit): \$1500 / \$2250 / \$3000.
- Co-pay on prescriptions: \$25. Over-the-counter medications are not covered.
- Unused HRA funds belong to the Camp.

RETIREMENT: 403(b) Match Opportunity

- Employer matches up to 4% of employee contribution.
- Guidelines and vesting policies defining in Employee Handbook.

THE MINISTRY: Located five miles west of Upsala MN on spring-fed, fish-filled Cedar Lake, Camp Lebanon offers year-round programs for youth, families, and adults as well as rental opportunities for churches, families, and organizations. Camp Lebanon has a rich legacy of providing a "Meeting Place with God" to help the Church do the work of Christ. For more information visit www.camplebanon.org.

CONTACT: Send resume and cover letter to Greg Standafer gstandafer@camplebanon.org 320.403.9514